

Procedures



February 2009

Payroll/Personnel Output

TITLE I Payroll/Personnel Manual

> CHAPTER 20 Reports

SECTION 5
Payroll/Personnel Output

Latest Update Information

PPO Bulletin 09–1, Personal Benefits Statement, dated February 13, 2009, was issued to provide information regarding the employees annual notification of compensation and benefits.

Listed below are changes to the Payroll/Personnel Manual Reports procedure:

Description of Change	Page
Who will not receive the statement	201
Block 70 TSP Annuity Interest Rate Index	208
Block 96 Additional Amount	217

Changes are identified by " \blacktriangleright ". Deletions in the text are identified by a " \star *".

Title I Chapter 20 Section 5

Table Of Contents

	Pag	ge	
About This Procedure		1	
<u>Overview</u>		3	
Alphabetical List Of Payroll/Personnel Reports		7	
<u>Exhibits</u>			
1–148 (Payroll/Personnel Reports: For individual report titles and page numbers, see Alphabetical List Of Payroll/Personnel Reports)			17

Title I Chapter 20 Section 5 Payroll/Personnel Manual Reports Payroll/Personnel Output

(reserved)

Issued 02/13/09 iV

Title I Chapter 20 Section 5

About This Procedure

This procedure provides lists and illustrations of external payroll/personnel reports and forms generated by the Payroll/Personnel System. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

Overview describes what the procedure is used for and provides related background information.

The Exhibit section includes an illustration and a brief description of each form and report.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

□ Emphasized text within a paragraph is printed in **bold**. Example: **DISPATCH**, used to mail reports.

□ Figure and exhibit references link figures and exhibits with the text. These references are printed in a bold font as shown here. Example: Each system-generated report has a banner cover sheet (**Figure 2**). It shows the address, maildrop number, and bundle ID.

□ References to sections within the procedure are printed in bold as shown here. Example: See Requesting Reissuance of a Missing Report.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at 504–255–5322.

For questions about payroll/personnel policies and regulations, contact your Committee for Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504–255–4630**.

For general questions about Payroll/Personnel reports, contact Information Center personnel at 504–255–5230.

1

Title I Chapter 20 Section 5 Payroll/Personnel Manual Reports Payroll/Personnel Output

(reserved)

Overview

The Payroll/Personnel Output procedure lists, illustrates, and describes external payroll/personnel reports and forms. The reports and forms are generated by the Payroll/Personnel System on a recurring or as requested basis. These reports are produced from information stored in the Payroll/Personnel System data base, which stores current and historical employee data relating to pay, leave, employment status, organizational structure, position, etc. This information is used in personnel management and statistical analysis and serves as a daily aid in personnel operations.

This procedure contains an illustration of each report accompanied by a brief summary of its contents and significant characteristics. A sample report (**Figure 1**) and brief description of each significant characteristic follows. **Note:** All illustrations have been altered to change employee names and social security numbers in accordance with the Privacy Act Statement.

Report Number. Used to identify the system or job from which the report is generated. Example: PAYE5101, generated from the Payroll Processing System (PAYE).

Brief Description. Used to give an explanation and purpose of the report. Example: Provides the number of cash awards for invention, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency. Used to indicate the availability of the report by pay period, month, quarter, and/or year. Example: Quarterly (SF-113 cutoff).

Primary Sequence. Used to identify the level by which the entire report is organized. Example: Department, agency, geographic location, employment group.

Sequence Of Data. Used to identify the order by which the data on the report is arranged. Example: PATCO category, pay plan.

Other Sources For This Report. Used to identify other means through which the report is available. Example: Payroll/Personnel Report Generator System (CULPRPT), Remote Forms Queuing System (RFQS), etc.

Available Media. Used to identify the different types of media by which the report is available. Available types of media are:

Hard Copy. A paper copy of the report.

Microfiche. A copy of the report on microfiche.

Microfilm. A copy of the report on microfilm.

Printer. The designated printer the report is routed to.

CD-ROM. A copy of the report on Compaq Disc Read Only Memory. NFC will contact requestor for further information.

Online Viewing.

Dispatch – For NFC Use Only;

EIDS-Electronic Information Distribution System- An automatic legacy enterprise-wide report management system which provides end-users with the capture, storage, on-line retrieval, CD-ROM production, remote printing and print-ondemand, and distribution of legacy reporting. Control-D will replace this media in the near future;

Control-D- A report management system. A report management system that allows online access to systems reports. This media will replace EIDS in the near future.

Available Distribution Levels. Used to identify the different levels by which the report is available for distribution. Example: Department, agency, organizational structure to the 4th level.

3

RUN DATE XX/XX/XX				GEOG CO			EMPLOYN					
AS OF DATE XX/XX/X	(X			DEPT AGCY		J.S. DEPARTI OFFICE OF T			URE			
PAT		TOTAL	W	HITE	В	LACK	HISPA	NIC		N AM./ FIC IS	AM. IN AK. N	IDIAN/ ATIVE
CO PAY LEVEL		ALL	MALE	FEMALE	MAL	E FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMAL
P GS 09	#	4	0	2 100 0	.0	.2 100.0	0	0	0	0	0	0
	\$	400	0 .0	200 100.0	.0	200 100.0	.0 .0	.0 .0	0	0	0	0
GS 10	# %	4	.0	2 100.0	.0 0	2 0	0 .0	0 .0	0 0	0 0	0 0	0 0
	\$ %	800	.0	400 100.0	.0 0	400 100.0	.0 .0	0 .0	.0 .0	0 .0	. 0 . 0	. 0 . 0
GS 12	%	4	100.0	.0 .0	.0 100.0	.0 .0	.0 .0	0 .0	0 .0	0 .0	0 .0	0 .0
		6,000	3,000	0	3,000	0	0	0	0	0	0	0
			100.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
GS/GM 13	#	2	0	1		1	0	0	0	0	0	0
	%		.0	100.0	.0	100.0	.0	.0	.0	0	0	0
	\$	1,000	0	500	0	500	0	0	0	0	0	0

Figure 1. Sample Report (example is Cash Awards For Invention by PATCO & Pay Level)

An alphabetical list of the illustrated reports is provided for quick reference. The list provides the title of the report, the report number, the production frequency, the exhibit number, available media, and the reporting levels.

To formulate the payroll/personnel reports, information is collected from numerous payroll/personnel forms for employees who are payrolled by NFC. Agencies enter employee data into the Payroll/ Personnel Remote Entry System (PRES) and the Personnel Action Processing System (PACT). Data is also obtained from other areas of the Payroll/Personnel data base, i.e., the Position Management System (PMSO).

EEO program directors have the ultimate responsibility for safeguarding and monitoring agency minority employment data for their agencies. They are also accountable for ensuring that agency officials with authorized access to this data for EEO purposes are aware of the Privacy Act and security provisions. The data collected and shown on the output reports is used for statistical reporting, and does not identify individual employees by name or other means.

Forms, control listings, and notification listings are also available through the Remote Forms Queuing System (RFQS). RFQS is a computerized batch-processing system that uses information in USDA's Payroll/Personnel System data base to provide agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites. For more information about accessing RFQS and requesting forms and reports, see Title I, Chapter 20, Section 2, Remote Forms Queuing System (RFQS).

If additional system-generated reports are developed, information about these reports will be forwarded as a bulletin to this procedure.

Reporting

Reports identified in this procedure are system generated and available to the agencies.

Agencies are required to inform NFC of any changes to their (1) organizational breakout needs, i.e., levels of reporting required, (2) destination needs, i.e., distribution list, (3) output type needs, i.e., hard copy, microfilm, microfiche, electronic transmission, CD ROM and (4) required number of copies.

When requesting changes in report distribution, use the following instructions.

Request for a Change to a Report Distribution. To add, change, or delete a report or the distribution information for a report, use one of the following methods:

To request a change by mail, complete Form AD-963, Request To Order/Update Reports (**Figure X**), and return it to:

USDA/NFC Attn: Scheduling Section P.O. Box 60000 New Orleans, LA 70160–0001 FAX To: (504) 255–4385

The Scheduling Section will coordinate requests to ensure your address information is routed to the NFC organization responsible for updating.

Form AD-963 can be used to update addresses for agency offices that are receiving any reports from NFC.

Form AD-963 consolidates the information needed for any address change and has completion instructions on

Title I Chapter 20 Section 5

the reverse of the form. Please follow these instructions to ensure proper completion of the form. Also, when changing/deleting an address, it is important to identify any number or acronym that appears on the current mailing label. This information will help Scheduling to pinpoint address sources and ensure accurate updates. To order copies of the form, submit a completed Form AD-14, Request for Supplies, Forms, and/or Publications, to:

Beltsville Service Center (BSC) 6351 Amendable Road Beltsville, MD 20705 (301) 394–0400 www.nfc.usda.gov To FAX a change request, send Form AD-963 to Scheduling at FAX number **504-255-4385**.

Request for Development/Modification of a Report. A request to develop a new report or modify an existing report should be directed through the appropriate agency personnel. After agency approval, submit a sample of the new or modified report with instructions to:

USDA, Office of Personnel Automated Personnel Systems Division Room 341W, Administration Building Washington, DC 20250

Request for Reissuance of a Missing Report. To request reissuance of a missing report, users should contact the Operations Branch, Computer Scheduling Section at **504–255–5318**.

		ON (Complete th	nis secti	on for a	all requ		NAAG /N/a			for small			
X T	o: USDA, NATION ATTN.: DAB PO BOX 60,0	ONAL FINANCE CE (Directives and Ana	ilysis Bran	ch)				e of person co					
	PROCEDURES	ACTION (Chec	k appro		olock(s								
	Order procedure(s) Complete Sections .	and add address to A, B, D, & E)	distributi	on list				e(s) to an tions A, B,		addres	s on t	the distri	bution list
	Order PC procedure	e(s)/software and add	address to	o distribu	tion	Chan B, D,		er of cop	ies of pro	cedure	(s) (C	omplete S	Sections A,
		software (as needed RIBUTION LIST (Com				Disco	ontinue p	rocedure	(s) (Comp	olete Se	ctions	A, B, D,	& E)
Ì	hange address fo	r procedures (Comp								e(s) (Co	omplet	e Section	s A, D, & E)
		ORDERING	PROCE	EDURE	(S)/BUL	LETIN(S)/SOF	7.	T	9.		10.	11. INVENTORY CONTROL
	3.	NAME OF PROCEDURE	7,03		TITLE NUMBER	CHAPTER NUMBER	SECTION NUMBER	SUB- SECTION NUMBER	8. BULLETIN NUMBER	DISKE SIZE FO SOFTW	DR PC	NUMBER OF COPIES	NUMBER (FOR NFC USE ONLY)
_													
_													
_													
-	rder additional proc	edures, please fill ou	t <i>Form AD</i> -	-1083A,	12. CONTR	OL NUMBER	FOR NFC US	SE ONLY)		<u> </u>			
on	inuation Sheet for C	Ordering Procedures.				OL NUMBER	FOR NFC US	SE ONLY)					
on D	REPORTS ACT	Ordering Procedures. FION <i>(Check ap</i>	propriat			Chan	ge level(s) or disti	ribution c	ontrol	(See E	Block 19)	(Complete
on D	inuation Sheet for C REPORTS ACT Order report(s) (Co	Ordering Procedures. FION (Check apomplete Sections A, C	propriat ;, D, & E)	te block	(s))	Chan Secti	i ge level(ons A, C,	s) or disti D, & E)					
Con	REPORTS ACT Order report(s) (Co Change an address	Ordering Procedures. FION (Check aportions A, Complete Sections A, Complete Sections A)	propriat ; D, & E) ete Section	te block as A, C, D,	& E)	Chan Secti Disce	ige level(ons A, C, ontinue re	s) or distr D, & E) eport(s) (eer of cop	Complete	Section	s A, C	C, D, & E)	
).	REPORTS ACT Order report(s) (Co Change an address	Ordering Procedures. FION (Check apomplete Sections A, C	propriat ; D, & E) ete Section	te block as A, C, D, ections A,	& E) C, D, &	Chan Secti Disco Chan Secti	ige level(ons A, C, ontinue re ige numb ons A, C,	s) or distr D, & E) eport(s) (eer of cop	Complete	Section	s A, C	C, D, & E)	
Con	inuation Sheet for C REPORTS ACT Order report(s) (Co Change an address Change report med	Ordering Procedures. FION (Check ap Complete Sections A, C S for reports (Completial (See Block 18) (propriat ; D, & E) ete Section	te block as A, C, D, ections A,	& E) C, D, &	Chan Secti Disce	ige level(ons A, C, ontinue re ige numb ons A, C,	s) or distr D, & E) eport(s) (eer of cop	Complete les of rep	Section orts (S	ee Blo	C, D, & E)	
Con	inuation Sheet for C REPORTS ACT Order report(s) (Co Change an address Change report med	Ordering Procedures. FION (Check ap Complete Sections A, C S for reports (Completial (See Block 18) (propriat ; D, & E) ete Section	te block as A, C, D, ections A,	& E) C, D, &	Chan Secti Disco Chan Secti	ige level(ons A, C, ontinue re ige numb ons A, C,	s) or distr D, & E) eport(s) (eer of cop	Complete les of rep	Section orts (S	ee Blo	C, D, & E) ock 18) (C	
Con C.	inuation Sheet for C REPORTS ACT Order report(s) (Co Change an address Change report med	Ordering Procedures. FION (Check ap Complete Sections A, C S for reports (Completial (See Block 18) (propriat ; D, & E) ete Section	te block as A, C, D, ections A,	& E) C, D, &	Chan Secti Disco Chan Secti	ige level(ons A, C, ontinue re ige numb ons A, C,	s) or distr D, & E) eport(s) (eer of cop	Complete les of rep	Section orts (S	ee Blo	C, D, & E) ock 18) (C	
3. M	Change an address Change report med E) CHANGE TITLE NEC PRO	Ordering Procedures. FION (Check ap proposed ap proposed as for reports (Completed Sections A, Completed Sections A) It is for reports (Completed Sections	Propriate c, D, & E) ete Section omplete Se	es A, C, D, ections A,	& E) C, D, &	Chan Secti Disco Chan Secti	ige level(cons A, C, continue ruige numbons A, C, RTS	s) or distr D, & E) eport(s) (eer of cop	Complete les of rep	Section orts (S	ee Blo	C, D, & E) ock 18) (C	Complete
3. M	Change an address Change report med CHANGE NUMBER (Top nu.) PORT TITLE 18. HARDCO It was one or # OF COPIES.	Ordering Procedures. FION (Check ap Complete Sections A, Co Sections for reports (Complete Sections A) It is in the complete Sections A, Co	propriation (Complete Section omplete Section of the sect	es A, C, D, ections A,	& E) C, D, & DERING DLE ID (2nd n	Chan Secti Disco Char Secti A REPO number on ban	ige level() ons A, C, ontinue re ige numb ons A, C, RTS ner page)	s) or distr D, & E) eport(s) (eer of cop	Complete les of rep	Section orts (S	ee Blo	C, D, & E) ock 18) (C	Complete
i. M	Change an address Change report med CHANGE NUMBER (Top nu.) PORT TITLE 18. HARDCO It was one or # OF COPIES.	Ordering Procedures. FION (Check ap Input Sections A, C Is for reports (Completial (See Block 18) (Co	propriation (Complete Section omplete Section of the sect	es A, C, D, ections A, ORI 14. BUNG # OF CO	& E) C, D, & DERING DLE ID (2nd n	Char Secti Disco Char Secti & REPO umber on ban	ige level(ons A, C, ontinue ro ige numb ons A, C, RTS ner page)	s) or distr D, & E) eport(s) (i er of cop D, & E)	Complete les of rep 15 17	Section ports (Section REPORT.	ee Blo	C, D, & E) OCK 18) (C	CONTAC POINT
3. M (Chaore of the 1	Change an address Change report med E) PORT TITLE 18.	Ordering Procedures. FION (Check ap Complete Sections A, Complete Sections A, Complete Sections B, Complete S, Complete Sections B, Complete B, Complete Sections B, Complete B, Compl	propriation (or section)	is A, C, D, ections A, ORI 14. BUNG # OF CO	& E) C, D, & DERING DLE ID (2nd n	Char Secti Disct Char Secti 2 REPO umber on ban	ige level(ons A, C, ontinue re ige numb ons A, C, RTS ner page)	s) or distr D, & E) eport(s) (i er of cop D, & E)	Complete les of rep 15 17	Section orts (Section . REPORT DISTRIBU	ee Blo	C, D, & E) DOCK 18) (C ET NUMBER CONTROL POI	CONTAC POINT
3. M	Change an address Change report med EDIA CHANGE REPORTS ACT Change an address Change report med EDIA CHANGE REPORT TITLE 18. PORT TITLE 19.	Ordering Procedures. FION (Check ap proposed ap proposed appropriate Sections A, C s for reports (Complet dia (See Block 18) (Complete II province Transmission REMOTE DE	propriation, p. & E) ete Section omplete Se FICHE ES > ESTINATION (or TIS SECTION (about) the mailing tab	is A, C, D, ections A, ORI 14. BUNG # OF CO	& E) C, D, & DERING DLE ID (2nd n	Char Secti Disct Char Secti 2 REPO umber on ban	ige level(ons A, C, ontinue re ige numb ons A, C, RTS ner page)	s) or distr D, & E) eport(s) (i er of cop D, & E)	Complete ies of rep	Section Orts (So REPORT. DISTRIBUTE AGENCE 3RD LE ORG	UTION C	C, D, & E) DOCK 18) (C ET NUMBER CONTROL POI	CONTAC POINT
3. M (Charles the results)	Change an address Change an address Change report med EDIA CHANGE	Ordering Procedures. FION (Check ap proposed appropriate Sections A, C s for reports (Complete in the sections in the sections in the sections in the section in the secti	propriation, p. & E) ete Section omplete Se FICHE ES > ESTINATION (or TIS SECTION (about) the mailing tab	is A, C, D, ections A, ORI 14. BUNG # OF CO	& E) C, D, & DERING DLE ID (2nd n	Char Secti Disct Char Secti 2 REPO umber on ban	ige level(ons A, C, ontinue re ige numb ons A, C, RTS ner page)	s) or distr D, & E) eport(s) (i er of cop D, & E)	Complete les of rep 15 17	Section Orts (So REPORT. DISTRIBUTE AGENCE 3RD LE ORG	UTION C	C, D, & E) DOCK 18) (C ET NUMBER CONTROL POI	CONTAC POINT
3. M Checker On A	Change an address Change an address Change report med EDIA CHANGE	Ordering Procedures. FION (Check ap proposed ap proposed appropriate Sections A, C s for reports (Complet dia (See Block 18) (Complete II province Transmission REMOTE DE	propriation, p. & E) ete Section omplete Se FICHE ES > ESTINATION (or TIS SECTION (about) the mailing tab	is A, C, D, ections A, ORI 14. BUND # OF CO	& E) C, D, & DERING DLE ID (2nd n	Char Secti Disc Char Secti A REPO umber on band	ige level(cons A, C, ontinue ruge numb ons A, C, RTS ner page) 19. PORTING EVELS check one or more)	s) or distr D, & E) eport(s) (i er of cop D, & E)	Complete ies of rep	Section Orts (So REPORT. DISTRIBUTE AGENCE 3RD LE ORG	UTION C	C, D, & E) DOCK 18) (C ET NUMBER CONTROL POI	CONTAC POINT
i. M. (Cheore chihe)	Change an address Change an address Change report med EDIA CHANGER (Top num PORT TITLE 18.	Ordering Procedures. FION (Check ap proposed ap propo	propriation, p. & E) ete Section omplete Se FICHE ES > ESTINATION (or TIS SECTION (about) the mailing tab	is A, C, D, ections A, ORI 14. BUND # OF CO	& E) C, D, & DERING DEE ID (2nd n PPIES P AGENCY	Char Secti Disci Char Secti A REPO Umber on ban	ige level(cons A, C, ontinue ruge numb ons A, C, RTS ner page) 19. PORTING EVELS check one or more)	s) or distr D, & E) eport(s) (i er of cop D, & E) DEPAR 2ND LE	Complete ies of rep	Section Orts (So REPORT. DISTRIBUTE AGENCE 3RD LE ORG	UTION C	C, D, & E) DOCK 18) (C ET NUMBER CONTROL POI	CONTAC POINT
3. M (Cherry the r	Change an address Change report med EDIA HARDOO HAR	Ordering Procedures. FION (Check ap proposed ap propo	propriation, p. & E) ete Section omplete Se FICHE ES > ESTINATION (or TIS SECTION (about) the mailing tab	is A, C, D, ections A, ORI 14. BUND # OF CO	& E) C, D, & DERING DLE ID (2nd n PPIES > AGENCY DE AGENCY DE AGENCY AGENCY	Char Secti Disci Char Secti A REPO Umber on ban	ige level(cons A, C, continue rege numb ons A, C, RTS ner page) 19. POP POP POP POP POP POP POP POP POP PO	s) or distr D, & E) eport(s) (i er of cop D, & E) DEPAR 2ND LE	Complete ies of rep	Section Ports (So REPORT. DISTRIBUTE AGENCE 3RD LE ORG	UTION C	C, D, & E) OCK 18) (C ET NUMBER CONTROL POI 4TH LE ORG	CONTAC POINT
3. M 6. RI (Che core the 1	Continuation Sheet for CREPORTS ACT PREPORTS ACT Proder report(s) (Co Change an address Change report med EDIA PORT TITLE 18. NFC PRO EDIA PORT TITLE 18. NFC PRO HARDCO # OF COPIES ADDRESS DAT DORESS KEY CODE (As sh CO ME SENCY NAME SENCY STREET ADDRESS TY	Ordering Procedures. FION (Check ap proposed ap propo	propriation, (p. & E) sete Section complete Se FICHE SS > SITINATION (pr the mailing lab	te block is A, C, D, ections A, ORI 14. BUNI # OF CO r printer ID) ion for a 23. CC	& E) C, D, & DERING DLE ID (2nd n PPIES > AGENCY DE AGENCY DE AGENCY AGENCY	Char Secti Disci Char Secti 2 REPO umber on ban RE L (() () () () 21. NAME 22. AGENCY 24. AGENCY 25. CITY	ige level(cons A, C, continue rege numbons A, C, mer page) 19. PORTING EVELS EVELS FORTING EVELS (CONTINUE TO THE PORTING EVELS) (CONTINUE TO THE PORTING EVE	s) or distr D, & E) eport(s) (i er of cop D, & E) DEPAR 2ND LE	Complete les of rep 15 17 TIMENT VEL NEW AD	Section Ports (So REPORT. DISTRIBUTE AGENCE 3RD LE ORG	A, C ee Blo	C, D, & E) OCK 18) (C ET NUMBER CONTROL POI 4TH LE ORG	CONTAC POINT 23. AGENCY CODE
C. 33. M. 66. RI (Chaore of the ri	Change an address Change an address Change report med Change an address Change report med Change repor	DruceD MICRO PY # OF COPIE TA (Complete times in the upper left corner or to the uppe	Propriate, D. & E) sete Section complete Se sithation (or his section the mailing lab DRESS 26. STATE	is A, C, D, ections A, ORI 14. BUNG # OF CO printer ID) ion for co 27. ZIP COD DDRESS	& E) C, D, & DERING CROFILM PIES AGENCY DE 5-4	Char Secti Discc Char Secti 2 REPO umber on ban. 21. NAME 22. AGENC' 24. AGENC' 28. AGENC'	19. POPTING EVELS Check one or more)	s) or distr D, & E) eport(s) ((er of cop D, & E) DEPAR 2ND LE ORG	Complete les of rep 15 17 TMENT NEW AD Area Code and	Section Ports (So REPORT. DISTRIBUTE AGENCE 3RD LE ORG	A, C ee Blo	POI ATH LE ORG	CONTAC POINT 23. AGENCY CODE

Figure 2. Address/Report Information Input

Each system-generated report has a banner cover sheet (**Figure 3**). It shows the address, maildrop number, and bundle ID. When submitting any of the requests, you **must** reference the following items:

1 Maildrop Number: Printed across the top of the banner cover sheet (e.g., 90195011).

2 Bundle ID: Printed under the maildrop number on the banner cover sheet (e.g., PTOS5130).

Note: If the identification information for various report requests is the same, you only have to complete one Form AD-963 and attach a list of the maildrop numbers and bundle ID's for each report.

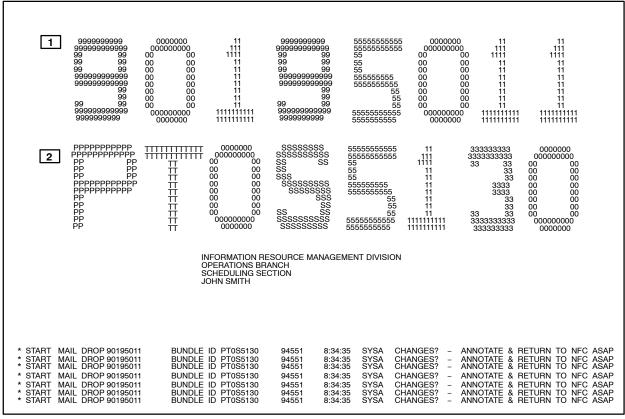


Figure 3. Banner Cover Sheet

Title I Chapter 20 Section 5 Payroll/Personnel Manual Reports Payroll/Personnel Output

Alphabetical List of Payroll/Personnel Reports

Alphabetical List Of Payroll/Personnel Reports

(For descriptions and illustrations of these reports, see Exhibits 1–148.)

Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored	AECO3901	Annual (P/P 18)	1	Hard copy, electronic transmission	Contact point
Annual Recruitment And Relocation Report	SRPR4302	Annual (SF-113 Cutoff)	2	Hard copy, electronic transmission	Department, agency, POI
Annual Report Of Employees Receiving Retention Allowance	AECO7202	Annual (SF-113 Cutoff)	3	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 4 th level
Annual Report Of Grade And Pay Retention	SRPR2502	Annual (Calendar Year)	4	Hard copy, electronic transmission	Department, agency, POI
Annual Report Of Leave Usage For Leave Year 19XX	PREP6102	Annual (Leave Year)	5	Hard copy, electronic transmission	Department, agency, POI
Annual Report Of Within Grade Increase By Race And Sex	ADAM4102	Annual (Fiscal Year)	6	Hard copy, electronic transmission, microfiche	Department, agency, POI, organizational structure to the 5 th level
Annual Report Of Within-Grade Increase By Series And Grade	ADAM4104	Annual (Fiscal Year)	7	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Annual Summary Of Activity Under Merit Promotion Procedures	SRPR0704	Annual (Calendar Year)	8	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 4 th level
Annual Summary Of Penalty Type Actions	SRPR1702	Annual (Calendar Year)	9	Hard copy, electronic transmission	Department, agency
Annual Time Off Award Report – Prior And Current Years	SRPR4502	Annual (Leave Year)	10	Hard copy, electronic transmission	Department, agency, POI
Cash Awards For Invention By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	11	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level

Report Title	Report	Frequency	Exhibit	Media	Distribution
Περοπ παε	Number	requericy	LAIIIDIL	IVICUIA	Levels
Cash Awards For Invention By PATCO. Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	12	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Cash Awards For Performance By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	13	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Cash Awards For Performance By PATCO, Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	14	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Cash Awards For Special Act Or Service By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	15	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Cash Awards For Special Act Or Service By PATCO Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	16	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Cash Awards For Suggestions By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	17	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Cash Awards For Suggestions By PATCO, Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	18	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Certification For Within-Grade Increase	CD-416	Pay Period	19	Hard copy, electronic transmission	POI
Change In Work Force EEO Profile By PATCO	AARU4002	Quarterly (SF-113 Cutoff)	20	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Change In Work Force EEO Profile By Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	21	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level

		i -		1	1
Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Change In Work Force EEO Profile By Series With 50 Or More	AARU4002	Quarterly (SF-113 Cutoff)	22	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees	AECO36T7	Pay Period	23	Hard copy, electronic transmission	POI
Classified Employee Within-Grade Increase Four Week Notification For F/T And P/T Employees	AECO36U4	Pay Period	24	Hard copy, electronic transmission	POI
Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees	AECO36S1	Pay Period	25	Hard copy, electronic transmission	POI
Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees	AECO36S2	Pay Period	26	Hard copy, electronic transmission	POI
Compensatory Time For Religious Observance	PAYE6102	Pay Period	27	Hard copy, electronic transmission	POI
Competitive Promotions By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	28	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Competitive Promotions By PATCO, Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	29	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Control List For Supervisory/Manageria I Probationary Forms	AECO8301	Pay Period	30	Hard copy, electronic transmission	POI
Control List For Supervisory/Manageria I Probationary Period Report Forms	AECO36T3	Pay Period	31	Hard copy, electronic transmission	POI

Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees	AECO36T8	Pay Period	32	Hard copy, electronic transmission	POI
Conversion To Career Tenure Four Week Notification	AECO37U8	Pay Period	33	Hard copy, electronic transmission	POI
Cumulative Gains & Losses By Occupational Series	EEOT3004	Quarterly (SF-113 Cutoff)	34	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Cumulative Gains & Losses Summary	EEOT3004	Quarterly (SF-113 Cutoff)	35	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Data For Preparation Of Semi-Annual Bond Report	PAYE4704	Semiannual (Fiscal Year)	36	Hard copy, electronic transmission	Department, agency
Defacto Employment	DEFACTO EMPLOYME NT	Pay Period	37	Hard copy, electronic transmission	Contact Point, Department, Agency, Organizational structure to the 2 nd level
Detail In Support Of 113-A	EMPR3101	Monthly	38	Hard copy, electronic transmission	Prepared to lowest level of SF-113-A report distribution as requested by the Agency
Detail Quarterly Accession Report	ADAM4204	Quarterly (SF-113 Cutoff)	39	Hard copy, electronic transmission	Department, agency
Detail Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency	ADAM3002	Semiannual (Fiscal Year)	40	Hard copy, electronic transmission	Department, agency
Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority	ADAM3001	Semiannual (Fiscal Year)	41	Hard copy, electronic transmission	Department

Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Earnings Separated By Duty Station And Residence	PAYE7703	Annual (Fiscal Year)	42	Hard copy, electronic transmission	Contact Point
EEO Groups with Underrep Indices & No. Needed To Reach Parity By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	43	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO. Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	44	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Employees Approaching Expiration Of Detail Assignment	AECO37U1	Pay Period	45	Hard copy, electronic transmission	POI
Employees Approaching Expiration Of Grade Retention	AECO37T9	Pay Period	46	Hard copy, electronic transmission	POI
Employees Approaching Expiration Of Limited Appointment – Temporary	AECO37T1	Pay Period	47	Hard copy, electronic transmission	POI
Employees Approaching Expiration Of Temporary Promotion	AECO37U2	Pay Period	48	Hard copy, electronic transmission	POI
Employees Reassigned Because Of RIF	SRPR2102 (Report 2)	Monthly (SF-113 Cutoff)	49	Hard copy, electronic transmission	Department, agency
Employees Reduced In Grade Because Of RIF	SRPR2102 (Report 3)	Monthly (SF-113 Cutoff)	50	Hard copy, electronic transmission	Department, agency
Employees Separated Because Of RIF	SRPR2102 (Report 1)	Monthly (SF-113 Cutoff)	51	Hard copy, electronic transmission	Department, agency
Employees With Dual Appointments	BEAR7071	Pay Period	52	Hard copy, electronic transmission	Agency
Employment & Goals Report By Occupational Series	EEOT3004	Quarterly (SF-113 Cutoff)	53	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level

Poport Title	Panart	Fraguency	Evhibit	Modio	Dietribution
Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Employment & Goals Summary	EEOT3004	Quarterly (SF-113 Cutoff)	54	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Employment And % Of Representation Of Most- Populous PATCO Series	EEOT4002	Quarterly (SF-113 Cutoff)	55	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Error Analysis By Contact Point	TIME 3201	Pay Period	56	Hard copy, electronic transmission	Contact Point, POI
Error Analysis By Personnel Office Identifier	TIME 3202	Pay Period	57	Hard copy, electronic transmission	POI
Federal Wage System WGI Status Eight Week Notification	AECO37U3	Pay Period	58	Hard copy, electronic transmission	POI
Grade Distribution Report By Occupational Series	EEOT3004	Quarterly (SF-113 Cutoff)	59	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Grade Distribution Summary	EEOT3004	Quarterly (SF-113 Cutoff)	60	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Health Insurance	PACS452-1	Pay Period	61	Hard copy, electronic transmission	Agency
Individual Retirement Record – Civil Service Retirement System (CSRS)	SF-2806	Pay Period	62	Hard copy, electronic transmission, microfiche	Agency (upon request)
Individual Retirement Record – Federal Employees Retirement System (FERS)	SF-3100A	Pay Period	63	Hard copy, electronic transmission, microfiche	Agency (upon request)
Interim Performance Evaluation	Memorandum	Pay Period	64	Hard copy, electronic transmission	POI

Donout Title	Donort		Evletle!	Madia	Dietwik
Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Internal Movement Goal Accomplishments By PATCO	AARU4002	Quarterly (SF-113 Cutoff)	65	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Internal Movement Goal Accomplishments By Series With 50 Or More	AARU4002	Quarterly (SF-113 Cutoff)	66	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Involuntary Separations By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	67	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Involuntary Separations By PATCO, Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	68	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Leave Error Report	TIME4004	Odd-Numbered Pay Periods	69	Hard copy, electronic transmission	Contact Point
Life Insurance	PACS458-3	Pay Period	70	Hard copy, electronic transmission, microfiche	Agency
List Of Covered Employees	PACS452-2	Pay Period	71	Hard copy, electronic transmission, microfiche	Agency
List Of Employees Covered Under Option X	PACS458-2	Pay Period	72	Hard copy, electronic transmission, microfiche	Agency
Listing Of Employees On LWOP Pending OWCP For 3 Or More Months	BEAR8502	Pay Period	73	Hard copy, electronic transmission	POI
Listing Of Employees With Change In Union Dues	BEAR9203	Pay Period	74	Hard copy, electronic transmission	POI
Listing Of Salary Data For Sched No XXXXXX	PAYE3313	Pay Period	75	Hard copy, electronic transmission	POI

(1 or dec	scriptions and i	iusii alions or inese rep	0113, 366 L.	Allibito 1–140.)	
Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Monthly Report Of Federal Civilian Employment	EMPR127-1 (SF-113-A)	Monthly	76	Hard copy, electronic transmission, microfiche	Department, agency, POI, organizational structure
Monthly Report Of Full-Time Equivalent/ Work-Year Civilian Employment	EMPR123-1 (SF-113-G)	Monthly	77	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure
Monthly Report Of Senior Community Service Program Enrollees	BEAR7074	Monthly	78	Hard copy, electronic transmission	Agency
Non Competitive Promotions By PATCO, Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	79	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Non Competitive Promotions By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	80	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Notification Of Adjustment To Longevity Date	AECO37U7	Pay Period	81	Hard copy, electronic transmission	POI
Notification Of Change In Earned Annual Leave Status	BEAR2001	Pay Period	82	Hard copy, electronic transmission	Contact Point
Notification Of Change (NOC) Suspense Report	PINE5801	Daily	83	Hard copy	POI
Notification Of Employees In Non-Pay Status With Expired NTE Dates	AECO37T5	Pay Period	84	Hard copy, electronic transmission	POI
Notification Of Expiration Of Probationary Or Trial Period	AECO36T2	Pay Period	85	Hard copy, electronic transmission	POI
Notification Of Longevity Percent Changes	AECO37U6	Pay Period	86	Hard copy, electronic transmission	POI
Notification Of Personnel Action	SF-50-B	Pay Period	87	Hard copy, electronic transmission, microfiche	Organizational structure, POI

Report Title	Report	Frequency	Exhibit	Media	Distribution
Topon Indo	Number			ouiu	Levels
Notification Of Position To Be Inactivated	AECO4604 (PMS 2)	Pay Period	88	Hard copy, electronic transmission	POI
Notification Of WGI Overdue	BEAR2002	Pay Period	89	Hard copy, electronic transmission	POI
Number Of Enrolled Employees	PACS458-1	Pay Period	90	Hard copy, electronic transmission	Insurance Carrier, copy sent to agency
Numerical Objective Accomplishments By PATCO	AARU4002	Quarterly (SF-113 Cutoff)	91	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Numerical Objective Accomplishments By Series With 50 Or More	AARU4002	Quarterly (SF-113 Cutoff)	92	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Occupational Series Summary – Average Grade	EEOT3004	Quarterly (SF-113 Cutoff)	93	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Occupational Series Summary – % Of Representation	EEOT3004	Quarterly (SF-113 Cutoff)	94	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 8 th level
Pay Period Personnel Actions On Employees Required To File SF-278	SRPT1902	Pay Period	95	Hard copy, electronic transmission	Department, agency, organizational structure to the 4 th level
Performance Appraisal	AD-435	Pay Period	96	Hard copy, electronic transmission	POI
Performance Evaluation Eligibility For - Perm (Or Temp) - Employees	AECO37U5	Pay Period	97	Hard copy, electronic transmission	POI
Permanent Workforce - Analysis Of Work Force:Federal Wage System	CULP0117	Annual (SF-113 Cutoff)	98	Hard copy	Department, agency, organizational structure to the 4 th level

				,	
Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Permanent Workforce - Analysis Of Workforce:Types Of Occupations	CULP0125	Annual (SF-113 Cutoff)	99	Hard copy	Department, agency, organizational structure to the 4 th level
Permanent Workforce - Analysis Of Work Force:White Collar (GS, GM, SES and All Other)	CULP0113	Annual (SF-113 Cutoff)	100	Hard Copy	Department, agency, organizational structure to the 4 th level
Personnel Notification Document	SI-650	Pay Period	101	Hard Copy, electronic transmission	POI
Position NTE Date Approaching Expiration	AECO4604 (PMS 3)	Pay Period	102	Hard Copy, electronic transmission	POI
Position Organization Listing	POLS15XX	Pay Period	103	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 8 th level
Premium Pay And Leave Report (By Employee)	PAYE8501	Pay Period	104	Hard copy, electronic transmission	Contact Point
Premium Pay And Leave Report (By Organizational Structure)	PAYE8502	Pay Period	105	Hard copy, electronic transmission	Contact Point
Probationary Or Trial Period Report	AD-507	Even-Numbered Pay Periods	106	Hard copy, electronic transmission	POI
Projected Duties Follow-Up	AECO4602 (PMS 4)	Pay Period	107	Hard copy, electronic transmission	POI
Promotions And Career Development Programs	SRPR1304	Annual (Fiscal Year)	108	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Otrly List Of Penalty Type Personnel Actions	SRPR1902	Quarterly (Calendar Year)	109	Hard copy, electronic transmission	Department, agency
Quality Step Increases By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	110	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level

Poport Title	Report	Fraguency	Exhibit	Media	Distribution
Report Title	Number	Frequency	EXHIBIT	Media	Levels
Quality Step Increases By PATCO, Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	111	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Quarterly Accession Report	ADAM4202 (Dept)	Quarterly (SF-113 Cutoff)	112	Hard copy, electronic transmission	Department, agency
Quarterly Report Of Employees Required To File SF-278	SRPT1702	Quarterly (Calendar Year)	113	Hard copy, electronic transmission	Department, agency
Quarterly (Or Annual) Report Of Gains & Losses	AECO1604 or AECO1606	Quarterly/Annual (SF-113 Cutoff)	114	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Quarterly Report On Continuation Of Pay For OWCP	AECO2402	Quarterly (Fiscal Year)	115	Hard copy, electronic transmission	Department, agency
Quarterly Report On RIF	SRPR2302	Quarterly (Fiscal Year)	116	Hard copy, electronic transmission	Agency
Quarterly (Or Annual) Special Pay Report 1	ADAM5002	Quarterly/Annual (Fiscal Year)	117	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 4 th level
Quarterly (Or Annual) Special Pay Report 2	ADAM5004	Quarterly/Annual (Fiscal Year)	118	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 4 th level
Quarterly (Or Annual) Special Pay Report 3	ADAM5006	Quarterly/Annual (Fiscal Year)	119	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 4 th level
Quarterly Union Dues	arterly Union Dues BEAR7075		120	Hard copy, electronic transmission	POI
Questionable Union Dues			121	Hard copy, electronic transmission	POI
Record Of Documents Deleted Manually	ADJP0803	Pay Period	122	Hard copy, electronic transmission	POI

Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Record Of Leave Data	SF-1150	Pay Period	123	Hard copy, electronic transmission	POI
Report Of Federal Employment And Wages For Three Months Period Ending (Month/Year)	PAYE4702	Quarterly (Leave Year)	124	Hard copy, electronic transmission	Department
Report Of Leave And Development Of Leave Factors	PECO.F0302	Annual (Leave Year)	125	Hard copy, electronic transmission	Agency
Report Of Retirements	AECO37T4	Even-Numbered Pay Periods	126	Hard copy, electronic transmission	POI
Report Of TSP Separations For Pay Period XX	CULPTSPS	Pay Period	127	Hard copy, electronic transmission	Department agency
RIF'd Employees Covered By CSR & Eligible For Discontinued Service Retirement	SRPR3302 (Report 1)	Monthly (SF-113 Cutoff)	128	Hard copy, electronic transmission	Department
RIF'd Employees Covered By CSR & Not Eligible For Discontinued Service Retirement	SRPR3302 (Report 2)	Monthly (SF-113 Cutoff)	129	Hard copy, electronic transmission	Department
Section 912, U.S. Overseas Civilian Allowances	PAYE48A1	Every 5 Years; 1998, 2003, 2008, etc.	130	Hard copy, electronic transmission, microfiche	Department
Semi-Annual Accounting Data	BEAR7077	Semiannual (Fiscal Year)	131	Hard copy, electronic transmission	Agency
Semiannual Listing Of Separated Employees	SRPR1504	Semiannual (Leave Year)	132	Hard copy, electronic transmission, microfiche	Department, agency
Semi-Annual (Or Annual) Minority Report	AECO1204 or AECO1206	Semiannual/Annual (SF-113 Cutoff)	133	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level

Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Semi-Annual (Or Annual) Report of Separations, CAO Promotions & Reassignments	ADAM0302	Semiannual/Annual (Calendar Year)	134	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 4 th level
Semi-Annual (Or Annual) Report of Special Employment Programs	SRPR0904	Semiannual/Annual (SF-113 Cutoff)	135	Hard copy, electronic transmission, microfiche	Department, agency, organizational structure to the 4 th level
Semi-Annual (Or Annual) Report On Accessions And Separations By Handicap	SRPR0104	Semiannual/Annual (Pay Periods 5 and 18)	136	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Semi-Annual (Or Annual) Report On Cash Awards For Performance	AECO1208 or AECO1210	Semiannual/Annual (SF-113 Cutoff)	137	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
Semi-Annual (Or Annual) Report On Cash Awards For Suggestions	AECO1208 or AECO1210	Semiannual/Annual (SF-113 Cutoff)	138	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level, POI
Semi-Annual (Or Annual) Report On Quality Increases	AECO1208 or AECO1210	Semiannual/Annual (SF-113 Cutoff)	139	Hard copy, electronic transmission, microfiche, microfilm	Department, agency, organizational structure to the 4 th level
SES Recertification Notification	AECO37V1	Pay Period	140	Hard copy, electronic transmission	Agency
Statement For Recipients Of 19XX Miscellaneous Or Interest Income Or Taxable Grants	Form 1099	Annual (Calendar Year)	141	Hard copy	N/A
Statement Of Earnings And Leave	AD-334	Pay Period	142	Hard copy	N/A
Student Employment Report By Occupational Series	SRPR0502-A	Annual (Fiscal Year)	143	Hard copy, electronic transmission	Department
Student Employment Report Of Worksites By State	SRPR0502-B	Annual (Fiscal Year)	144	Hard copy, electronic transmission	Department

Report Title	Report Number	Frequency	Exhibit	Media	Distribution Levels
Summary Of Accomplishments In Affirmative Action Program For Employment Of Individuals With Disabilities	SRPR3704	Annual (Fiscal Year)	145	Hard copy, electronic transmission, microfiche, microfilm	Agency, organizational structure to the 5 th level
Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency	ADAM3004	Semiannual (Fiscal Year)	146	Hard copy, electronic transmission	Department, agency
Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority	ADAM3003	Semiannual (Fiscal Year)	147	Hard copy, electronic transmission	Department
Supervisory Or Managerial Probationary Period Report	AD-773	Pay Period	148	Hard copy, electronic transmission	Agency
TAPER And Status Quo Employees Approaching Eligibility For Conversion to Career	AECO37T6	Pay Period	149	Hard copy, electronic transmission	POI
Temporary Employees - FEHB Coverage Eligibility	AECO37U4	Pay Period	150	Hard copy, electronic transmission	POI
Total Wage Employee Population	BEAR9003	Pay Period	151	Hard copy, electronic transmission	Agency
Training Instances By PATCO & Pay Level	TRAI5301	Quarterly (SF-113 Cutoff)	152	Hard copy, electronic transmission, microfiche, microfilm	Agency, organizational structure to the 5 th level
Training Instances By PATCO, Series & Pay Level	ATCO, Series & Pay		153	Hard copy, electronic transmission, microfiche, microfilm	Agency, organizational structure to the 5 th level
Vacancy Review Notice			154	Hard copy, electronic transmission	POI

Report Title	Report	Frequency	Exhibit	Media	Distribution
	Number				Levels
Voluntary Separations By PATCO & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	155	Hard copy, electronic transmission, microfiche, microfilm	Agency, organizational structure to the 4 th level
Voluntary Separations By PATCO, Series & Pay Level	AARU4002	Quarterly (SF-113 Cutoff)	156	Hard copy, electronic transmission, microfiche, microfilm	Agency, organizational structure to the 4 th level
Wage And Tax Statement	Form W-2	Annual (Calender Year)	157	Hard copy	N/A
Wage Employees Error Listing	BEAR9004	Pay Period	158	Hard copy, electronic transmission	Agency
Within-Grade Increase Record	AD-658	Pay Period	159	Hard copy	POI
Work Years And Personnel Cost Report Basic And Premium Work Years And Pay	OPM1351-A	Annual (Fiscal Year)	160	Hard copy, electronic transmission, microfiche	Department, agency
Work Years And Personnel Cost Report Cost Of Employees' Benefits	OPM1351-B	Annual (Fiscal Year)	161	Hard copy, electronic transmission, microfiche	Department, agency
Work Years And Personnel Cost Report Leave Earned And Used	OPM1351-C	Annual (Leave Year)	162	Hard copy, electronic transmission, microfiche	Department, agency
Your Personal Statement Of Benefits	None	Annual (Calender Year)	163	Hard copy	Employee residence address
90-Day Notification For Recertification Of Retention Allowance	ecertification Of		164	Hard copy, electronic transmission	POI

Title I Chapter 20 Section 5 Payroll/Personnel Manual Reports Payroll/Personnel Output

(reserved)

Title I Chapter 20 Section 5

Exhibits

Exhibit 1

Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored

Report Number: AECO3901

Brief Description: Provides the projected number of annual leave hours an employee has in excess of the maximum carryover (usually 240 hours) to either use, lose, or have restored by the end of the leave year. This report contains sensitive data; use is

restricted.

Production Frequency: Annual (P/P 18)

Primary Sequence: Department, agency, contact

point

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Contact point

PARED XX/XX/X		E TO BE TAL		EAVE STATUS		05 \0/00/00/		PAGE	
	OF LEAV	E TO BE TAK	EN, FORFE	*	STORED - AS				
				*	* SENSITIVE	PERSONNEL DAT	TA - USE IS R	RESTRICTED **	
AG 96 90 OFFIC	E OF FINANCE AND MANAGEM	MENT	C	CONTACT POI	NT 90 11 1000	10 10			
SOCIAL SECURITY			ANN	U A L CURRENT	L E A V E PROJECTED	H 0 U R S TAKE FORFEIT		PAY PERIOD CATEGORY	
NUMBER	EMPLOYEE NAME		CEILING	BALANCE	ACCRUAL	OR RESTORE	CHANGES	CHANGES	
000-11-2222	DOE, JANE R.		240.00	271.75	323.75	83.75			
000-22-3333	SMITH, ANN F.		240.00	249.50	313.50	73.50			
	CONTACT POINT TOTAL	2							
INITIAL LEAVE CA	AN ONLY BE RESTORED DIJE 1	TO AN ADMIN	ISTRATIVE	ERROR SIC	KNESS OR EYI	IGENCIES OF THE	PURUC BUSINE	ESS FOR SUCH I	ΕΔ\
RESTORED, IT	AN ONLY BE RESTORED DUE T MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT		TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			
RESTORED, IT	MUST BE SCHEDULED IN WRI	TING THREE	PAY PERIO	DS PRIOR TO	THE END OF	THE LEAVE YEAR.			

Title I Chapter 20 Section 5

> Exhibit 2 Page 1

Annual Recruitment And Relocation Report

Report Number: SRPR4302

Brief Description: Provides a 3-part report. **Part 1** lists employees receiving recruitment bonuses and other related data. **Part 2** lists employees receiving relocation bonuses and other related data. **Part 3** is a summary of both recruitment and relocation bonuses. This report contains sensitive data; use is restricted.

Production Frequency: Annual (SF-113 cutoff)

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency, POI

	SRPR430	2	ANNUAL RE	CRUITME	NT AND RE	LOCATIO	N REPORT -	- PART 1 RECR	UITMENT BONI	JSES	PAGE 1
	NG PERIOD: //XX/XX - XX/	XX/XX		DEP	T AG U	.S. DEPA	RTMENT OF	AGRICULTURE			
		** S	ENSITIVE	PER	SONNE	L DAT	A – US	EIS RES	TRICTED**	,	
SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BI ACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLEDTARGETED	NOT DISABLE
000000000		JOE	13	X	X						Х
			PAY PLAN GS	SERIES 0404	GRADE 06		NOA DATE 11/14/93	BONUS PCT 9	BONUS AMT \$2,000.00		
SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M F	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLEDTARGETED	NOT DISABLI
00000000		JANE	14	Х	Х						Х
			PAY PI AN GS	SERIES 0404	GRADE 05	NOA 815	NOA DATE 01/09/94	BONUS PCT 5	BONUS AMT \$1,000.00		
TOTALS	TOTAL	TOTAL						ASIAN AM/	AM INDIAN/	DISABLEITARGETED	NOT
	EMPLOYEE	S AMOUNT	MALE	FEM	WHITE	BLACK	HISPANIC	PACIFIC IS	AK. NATIVE		DISABLE
	2	\$3,000.00	1	1	2						2

Part 1. Recruitment Bonuses

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 2 Page 2

Annual Recruitment And Relocation Report

	RTING PERIOD XX/XX/XX – X									
				DE	EPT AG U.S. DEPAF	TMENT OF A	GRICULTURE			
		** S	ENSITI	/E F	PERSONNEL D	ATA – U	SE IS RE	STRICTED	**	
SSN	LAST NAME	FIRST NAME	EDUC	SEX M.F	WHITE BLACK	HISPANIC	ASIAN AM/	AM.INDIAN/	DISABLEDTARGETED	NOT DISABLEI
00000000		MICHAEL	21	X	X					Х
			PAY PLAN GS		ERIES GRADE NOA 1487 15 816	NOA DATE 11/15/93	BONUS PCT	BONUS AMT \$20,000,00		
			<u> </u>		13 810	11/13/33	23	WEV.000.00		
SSN	LAST NAME	FIRST NAME	EDUC LEVEL	SEX M.F	WHITE BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLEDTARGETED	NOT DISABLEI
00000000		JEAN	21	X	WHITE BLACK	HISPAINIC	X	AK. NATIVE	Х	DISABLE
			PAY PLAN GS		ERIES GRADE NOA	NOA DATE 01/09/94	BONUS PCT	BONUS AMT \$14,000.00		
			C(C)	<u> </u>	14 010	O I,Oara-		Ψ14,000.00		
TOTALS	TOTAL	TOTAL							DISARI EDTARGETED	NOT
	EMPLOYEE		MALE	FEM	WHITE BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE		DISABLI
		2 \$34,000.0	0 1	1	1		1		1	1

Part 2. Relocation Bonuses

Title I Chapter 20 Section 5

> Exhibit 2 Page 3

Annual Recruitment And Relocation Report

XX/XX/XX SRPR430	2	Α	ANNUAL	RECRUI	TMENT A	ND RELOCAT	ION REPORT - F	PART 3 ALL BONU	SES	PAGE
REPORTING PERIOD):									
FROM XX/XX/XX – X	X/XX/XX		[DEPT AG	U.S. DI	EPARTMENT	OF AGRICULTUR	ΙE		
	** S E	NSITIVE	PE	RSON	NEL D	ATA – U	SE IS RES	TRICTED**		
0011 140711415	FIDOT NAME	EDUC	SEX	\	DI AOI		ASIAN AM/	AM.INDIAN/	DISABLEDTARGETED	
SSN LAST NAME 000000000 DOE	FIRST NAME JOE		M F X	X X	BLACK	HISPANIC	PACIFIC IS	AK. NATIVE		DISABLE X
000000000DOE	JUE	13			ADE NO	NOA DATE	DONILIO DOT	DONILIO ANAT		
		PAY PLAN GS		-RIES GR -04 06		11/14/93	BONUS PCT 9	BONUS AMT \$2.000.00		
			<u> </u>	0, 00	0.0	11/11/00	-	Ψ2,000.00		
		EDUC	SEX				ASIAN AM/	AM.INDIAN/	DISABLEDTARGETED	NOT
	FIRST NAME		MF		BLACK	HISPANIC	PACIFIC IS	AK. NATIVE		DISABLE
000000001 DOE	JANE	14	Х	Х						Х
		PAY PLAN GS		ERIES GR 104 05	ADE NOA 815	NOA DATE 01/09/94	BONUS PCT 5	BONUS AMT \$1,000.00		
		us_	04	.04 03	013	01/09/94	<u> </u>	φ1,000.00		
SSN LAST NAME	FIRST NAME	EDUC	SEX M F	WHITE	DI AOK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLEDTARGETED	NOT DISABLED
000000002 DOE	MICHAEL	21	X	WHILE	BLACK X	HISPANIC	PACIFIC IS	AK. NATIVE		X
	WIOTIALL	PAY PLAN		DIEO OD		NOA DATE	BONUS PCT	BONUS AMT		
		GS PLAN		87 15		11/15/93	23	\$20,000.00		
		EDUC	SEX				ASIAN AM/	AM.INDIAN/	DISABLEDTARGETED	NOT
SSN LAST NAME	FIRST NAME JEAN	LEVEL 21	M F X	WHITE	BLACK	HISPANIC	PACIFIC IS X	AK. NATIVÉ	X	DISABLE
000000003 DOL	JLAN								Λ	
		PAY PLAN GS		RIES GR 70 14		01/09/94	BONUS PCT 22	\$14,000.00		
		<u>us</u>	04	14	810	01/09/94		φ14,000.00		
TOTALS TOTAL	TOTAL						ASIAN AM/	AM.INDIAN/	DISABLEDTARGETED	NOT
EMPLOYEES	AMOUNT	MALE FEM		WHITE	BLACK	HISPANIC	PACIFIC IS	AK. NATIVE		DISABLE
4	\$37,000.00	2 2		2	1		1		1	3

Part 3. Both Bonuses

Exhibit 3

Annual Report Of Employees Receiving Retention Allowance

Report Number: AECO7202

Brief Description: Provides a list of employees receiving retention allowances and other data that pertains to the employee and the allowance. This report contains sensitive data; use is restricted.

Production Frequency: Annual (SF-113 cutoff)

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency, POI

XX/XX/X	X	AECO7	'202	ANNUAL	REPORT	OF EMPLO	YEES RECE	IVING RETEN	TION ALLOWA	ANCE		PAGE 1
REPORT	TING PE	RIOD:										
FROM X	X/XX/X>	< – ΧΧ/>	(X/XX	AG	CY IN IM	MIGRATIO		RALIZATION S		EAST	TERN REGION	
				РО	1 0000 Ar	NYTOWN, \	/ I	05403–681	3			
			** SENSI	TIVE	PERSO	NNEL	DATA -	USE	IS RE	STRICTED	**	
				EDUC				ASIAN	AM/ AM.II	NDIAN/ DIS	ABLED TARGE	TED NOT
SSN	LAST I	NAME	FIRST NAME	LEVEL	SEX	WHITE	BLACK HIS	PANIC PACIF	IC IS AK. I	NATIVE		DISABLED
00000004	DOE		DAVID	05	М			Х				Х
				PAY PLAN	SERIES	GRADE	BEGIN PA PERIOD				VANCE EGATE	BASE SALARY
				GS	1806	07	20	20	11	(99.06	24988.00
				EDUC				ASI	AN AM/	AM.INDIAN/	DISABLED	NOT
SSN 000000005		NAME	FIRST NAME MANUEL	LEVEL 13	SEX M	WHITE	BLACK HIS	SPANIC PAG	CIFIC IS	AK. NATIVE	X	DISABLED
				Pay Plan	SERIES	GRADE	BEGIN PA PERIOD		ALLOWANG PERCEN			BASE SALARY
				GS	1816	12	21	21	12	266.9	0	41641.00
TOTAL	S T EMPL	OTAL .OYEES	TOTAL AMOUNT	MALE	FEMALE	WHITE	BLACK	HISPANIC	ASIAN AM/ PACIFIC IS	AM.INDIAN/ AK. NATIVE	DISABLED	NOT DISABLEI
		2	365.96	2	0	0	1	1	0	0	1	1
THIS RE	PORT C	CONTAIN	NS ANNUAL EM	PLOYEE A	AND STAT	ISTICAL DA	ATA REQUIRE	D FOR THE R	EVIEW AND I	EVALUATION O	F THE USE OF I	RETENTION
ALLOWA	NCES.	THIS RE	EPORT SHOUL	D BE INC	ORPORATI	ED WITH Y	OUR AGENC	Y'S NARRATI\	/E STATEMEN	NTS AND FORW	ARDED TO YO	UR DESIGNATED
DEPART	MENT/A	AGENCY	OFFICIAL.									

Title I Chapter 20 Section 5

Exhibit 4

Annual Report Of Grade And Pay Retention

Report Number: SRPR2502

Brief Description: Provides a 2-part report. **Part A** lists employees receiving retained grade and a rate of pay other than the regular rate for the position. It shows the beginning date of the entitlement. **Part B** lists employees receiving retained grade and a rate of pay other than the regular rate for the position. It shows the ending date of the entitlement. This report contains sensitive data; use is restricted.

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency, POI

Sequence Of Data: Most recent date of nature of

action code

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency, POI

XX/XX/XX SRPR2502 REPORTING PERIOD:	ANNUAL REPORT OF GRADE AND PAY RETENTION – PART A – BEGIN ENTITLEMENT PAGE 1
FROM XX/XX/XX – XX/XX/XX	DEPT DEPARTMENT OF TREASURY AGCY 40 BUR ALCOHOL, TOBACCO, & FIR ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
SSNO EMPLOYEE NAME	FROM DATATOD <i>A</i> TA AGCY E.O. LVLS 2-4 DATE PP/GR/SER/APPT NOA & DATE PP GR SER/APPT PDR DUTY STATE AND CI
000112222 J B JONES	40 4030 40 19 0030 XXXXXX GS 11 0202 11 20456 XXXXXX GS 11 0202 01 K DC WASHINGTON
000223333 AU SMITH	40 4038 30 31 0000 XXXXXXX GS 12 0240 01 20460 XXXXXX GS 12 0240 01 J IL PEORIA
AGENCYTOTAL 2	

Part A. Begin Entilement

XX/XX/XX SRPR2502 REPORTING PERIOD:	ANNUAL REPORT OF GRADE AND PAY RETENTION – PART B – END ENTITLEMENT PAGE 1
FROM XX/XX/XX - XX/XX/XX	DEPT DEPARTMENT OF TREASURY ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** AGCY 40 BUR ALCOHOL,TOBACCO,& FIR
SSNO EMPLOYEE NAME	FROM DATATODATA AGCY E.O. LVLS 2-4 DATE PP/GR/SER/APPT NOA & DATE PP GR SER/APPT PDR DUTY STATE AND CIT
000112222 J B JONES	40 4030 40 19 0030XXXXXX GS 11 0202 11 20456 XXXXXX GS 11 0202 01 K DC WASHINGTON
000223333 AU SMITH	40 4038 30 31 0000XXXXXX GS 12 0240 01 20460 XXXXXX GS 12 0240 01 J IL PEORIA
AGENCYTOTAL 2	

Part B. End Entlement

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 5

Annual Report Of Leave Usage For Leave Year 19XX

Report Number: PREP6102

Brief Description: Provides an annual summary on leave usage of statistical data (e.g., number of days earned, number of days used, monetary value of

leave used, etc.).

Production Frequency: Annual (leave year)

Primary Sequence: Department, agency

Sequence Of Data: Type of leave

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

RUN DATE XX/XX/	XX PREP61	02	ANNOALI	ILFOITI OI	LL	AVE OSAGET OF	R LEAVE YEAR 19)	<u> </u>		PAGE 00
		DEPT CM AGCY 51	U.S. DEF			COMMERCE		OFFICE OF PUNEWS RELATI		
TYPE OF LEAVE	NO. OF EMPLOYEES	NO. DAYS EARNED	NO. DAYS USED	AVG. DA' USED	YS	VALUE OF LEAVE USED	NO. DAYS CARRIED OVER	NO. DAYS FORFEITED		SICK LV DAY RETIREMT C
ANNUAL	2	5	2	1.0	\$	121	2			
SICK	2	5					4			
MILITARY**	0									
LWOP	0									
AWOL	0									
		THE REPORT	7 I COVERS T	3.5 HE FISCAL	\$ YEA	680 AR WHICH ENDE	ED ON SEPTEMBE!	R 30 OF THE L	EAVE-YEAR	
		THE REPORT	-				ED ON SEPTEMBEI	R 30 OF THE L	EAVE-YEAR	
		THE REPORT	-				ED ON SEPTEMBE	R 30 OF THE L	EAVE-YEAR	
		THE REPORT	-				ED ON SEPTEMBEI	R 30 OF THE L	EAVE-YEAR	
		THE REPORT	-				ED ON SEPTEMBER	R 30 OF THE L	EAVE-YEAR	
ADMINISTRATIVE ** FOR MILITAR'		THE REPORT	-				ED ON SEPTEMBER	R 30 OF THE L	EAVE-YEAR	

Annual Report Of Within Grade Increase By Race And Sex

Report Number: ADAM4102

Brief Description: Provides a summary of within-grade increase activity granted, withheld, and processed by race, grade, and sex. A percentage figure is also depicted for increases withheld.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department

Sequence Of Data: Race, grade, sex

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

IN DATE XX/XX/XX AD OR XX/XX/XX/ TO XX/XX/X	DAM4102 X		ANNU	JAL REPORT BY F	OF WITHIN RACE AND		DE INCRE	ASE					PAG
	DEPT	AG	U.S. D	EPARTMENT	OF AGRICU	ILTUR	ιE						
		NC	. WGIS	GRANTED	NO.	wgis	WITHHEL	D	NO. PF	OCESSED		% WITH	HELD
MINORITY		М	F	Т	М	F	Т	М	F	Т	М		Т
AMERICAN INDIAN OR	GS	342	275	617	0	0	0	342	275	617	.00	.00	.00
ALASKAN NATIVE	WAGE	39	6	45	0	0	0	39	6	56	.00	.00	.00
	TOTAL	381	281	662	0	0	0	381	281	662	.00	.00	.00
ASIAN OR	GS	280	205	485	0	1	1	280	206	486	.00	.48	.20
PACIFIC ISLANDER	WAGE	8	4	12	0	0	0	8	4	12	.00	.00	.00
	TOTAL	288	209	497	0	1	1	288	210	498	.00	.47	.20
BLACK	GS	1099	1918	3017	9	11	20	1108	1929	3037	.81	.57	.65
	WAGE	110	15	125	0	1	1	110	16	126	.00	6.25	.79
	TOTAL	1209	1933	3142	9	12	21	1218	1945	3163	.73	.61	.66
HISPANIC	GS	941	538	1479	3	0	3	944	538	1482	.31	.00	.20
HISPANIC	WAGE	77	6	83	0	0	0	77	6	83	.00	.00	.00
	TOTAL	1018	544	1532	3	0	3	1021	544	1565	.29	.00	.19
WHITE	GS	17811	11823	29634	59	20	79	17870	11846	20713	.33	.16	.26
VVIIII	WAGE	855	163	1018	<u></u>	0	0	855	163	1018	.00	.00	.00
	TOTAL		11986	30652	59	20	79		12006		.31	.16	.25
CHINESE	GS	12	1	13	0	0	0	12	1	13	.00	.00	.00
OT III VEGE	WAGE	0	ò	0	Ö	ő	0	0	ö	0	.00	.00	.00
	TOTAL	12	1	13	0	0	0	12	1	13	.00	.00	.00
FILIPINO	GS	3	1	4	0	0	0	3	1	1	.00	.00	.00
112111110	WAGE	1	0	1	0	0	0	1	0	1	.00	.00	.00
	TOTAL	4	1	5	0	0	0	4	1	5	.00	.00	.00
HAWAIIAN	GS	6	3	9	0	0	0	6	3	9	.00	.00	.00
	WAGE	0	1	1	0	0	0	0	1	1	.00	.00	.00
	TOTAL	6	4	10	0	0	0	6	4	10	.00	.00	.00
JAPANESE	GS	44	19	63	0	0	0	44	19	63	.00	.00	.00
	WAGE	1	0	1	0	0	0	1	0	1	.00	.00	.00
	TOTAL	45	19	64	0	0	0	45	19	63	.00	.00	.00
OTHER ASIAN OR	GS	2	2	4	0	0	0	2	2	4	.00	.00	.00
PACIFIC ISLANDER	WAGE	0	0	0	0	0	0	0	0	0	.00	.00	.00
TAGE TO TOLANDER	TOTAL	2	2	4	0	0	0	2	2	4	.00	.00	.00

Exhibit 7

Annual Report Of Within-Grade Increase By Series And Grade

Report Number: ADAM4104

Brief Description: Provides an annual summary of within-grade increases by series, grade, and sex.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

OR XX/XX/XX TO XX/XX/XX		7.0	THO TETTE	PORT OF V BY SERIE	S AND G	RADE	OTILITIOL				PA	<u>GE 1</u>	
U.S. DEP	ARTMEN?	Γ OF AGF	RICULTURE	E AF	RS								
ERIES GRADE	NO. \ M	WGIS GR F	ANTED T	NO. W M	GIS WITI F	HHELD T	NO. W M	GIS PRO F	CESSE) % M	WITHH F	ELD T	
D201 PERSONNEL MANAGEMEN	JT												
07 09 11	0 4 1	1 2 0	1 6	0 0	0 0	0 0	0 4 1	1 2 0	1 6 1	.00 .00	.00 .00	.00 .00	
ERIES TOTAL	5	3	8	0	0	0	5	3	8	.00	.00	.00	
0212 PERSONNEL STAFFING 12	1	0	1	0	0	0	1	0	1	.00	.00	.00	
SERIES TOTAL	1	0	1	0	0	0	1	0	1	.00	.00	.00	

Annual Summary Of Activity Under Merit Promotion Procedures

Report Number: SRPR0704

Brief Description: Provides an annual summary of all activity under merit promotion procedures effected by the agency. A separate report is provided for each employment group (e.g., permanent full-time, permanent part-time, etc.)

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency, employ-

ment group

Sequence Of Data: Occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

	TING PERIO X/XX/XX -	XX/XX/				RESEA	TMENT OF A ARCH SERVI	ICE		MOTIONS		A	CCESS	IONS	CON	VERSION	NS
SERIES	-GBADE C	OMP C	ARFFR F	XFMP	TOTAL		NON-COMP				TOTAL	COMP	N/A T	OTAL	COMP NO		
0006	06	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	
	-TOTALS	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	
0016	12	1	0	0	1	0	0	0	0	2	2	2	0	2	0	0	
0016	13	0	0	0	0	0	1	1	0	1	1	0	0	0	0	0	
0016	14	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	
ERIES-	-TOTALS	1	0	1	2	0	1	1	0	3	3	2	0	2	0	0	

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 9

Annual Summary Of Penalty Type Actions

Report Number: SRPR1702

Brief Description: Provides an annual summary by nature of action code of the number of employees affected by personnel actions processed under

adverse action procedures.

Production Frequency: Annual (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: Nature of action code

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

XX/XX/XX SRPR1702	ANNUAL SUMMARY OF PENALTY TYPE A	CTIONS PAGE 1
REPORTING PERIOD:		
FROM XX/XX/XX – XX/XX/XX	DEPT U.S. DEPARTMENT OF COMMERCE	
	AGCY 59 MINORITY BUSINESS DVLPMT AG	
	NATURE OF ACTION CODE NUM	
	ACTION CODE NUM	BER
	206–30	3
	207.00	
	207-80	1
	903-13	1
	AOENOV TOTAL	5
	AGENCY TOTAL	5
·	·	

Annual Time Off Award Report – Prior And Current Years

Report Number: SRPR4502

Brief Description: Provides a list of employees who received a time off award in the last 2 years. The report contains hours earned, used, forfeited, and forwarded. The report contains sensitive data; use is restricted.

Production Frequency: Annual (leave year)

Primary Sequence: Department, agency
Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency, POI

XX/>	(X/XX	SRPR	4502		ANNUA	AL TIME	OFF AW	ARD F	REPORT -	- PRIO	R AND C	JRREN	T YEAR	S			PA	GE 1	
REF	PORTIN	G PER	OD:																
FRO	OM XX/X	(X/XX -	- XX/XX/X	X	DEPT AGCY		S. DEPA REST S		NT OF AC	GRICUI	TURE								
			** S I	ENSI	TIVE	PERS	ONN	EL	DATA	-	USE	IS	RE:	STRIC	TED**				
SSN	LAST	NAME	FIRST N	IAME	PAY PLAN	SERIE	S GF	RADE	EFFEC DATE		NO. H								
000000004		IVAIVIL	MARY	4/AIVIL	GS	046	2 (05	XX/XX	_	20.								
EMPLOYE	EIOIA		RIOR YR URRENT		JRS EAR URS EAF				USED USED		HOURS						RWARDE RWARDE		20.
					PAY	SERIE	S GF	RADE	EFFEC	TIVE	NO. H	OURS							
SSN	LAST	NAME	FIRST N	IAME	PLAN				DATE	E	EAR	NED							
00000000	7 SMIT	1	JOHN		GS	046	2 (05	XX/XX	X/XX	20.	00							
EMPLOYE	E TOTA	LS P	RIOR YR	HOL YR HO	JRS EAR	NED	.00 H 20.00 H	OURS	USED	.00.	HOURS	FORFE	ITED		.00 HO	URS FOR	RWARDE	D	20.
			OHILLINI	111110	ONO LAI	IIVED	20.0011	00110	OOLD	.00	TIOOTIO	TOTTL	IILD		.00110	0110101	WWAITE		20.
																	-		

Exhibit 11

Cash Awards For Invention By PATCO & Pay Level

Report Number: AARU4002

Primary Sequence: Department, agency, geographic location, employment group

Brief Description: Provides the number of cash awards for invention, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other Sequence Of Data: PATCO category, pay plan

Other Sources For This Report:: None

(PATCO) category, and pay level.

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

DN 714 14 AADII	4000	EVVV		CASHAM	/ADDS E				I EVEL			PAGE 3
DN-714-14 AARU RUN DATE XX/XX/X		FYXX		CASH AV		OR INVENT		TCO & PAY				
AS OF DATE XX/XX	/XX			DEPT AGCY	AG U.	S. DEPARTI FFICE OF T	MENT OF A	AGRICULTI	JRE			
				AGCY	01 0	FFICE OF I	HE SEURE	IARY				
PAT		TOTAL	W	HITE	ВL	ACK	HISPA	NIC		N AM./ FIC IS		IDIAN/ ATIVE
CO PAY LEVEL		ALL	MALE	FEMALE	MALE	FEMALE	MALE I	FEMALE	MALE	FEMALE	MALE	FEMAL
P GS 09	#	2	0	2 100.0	.0	.0	0	0	0	0	0	0
	% \$ %	200	0	200 100.0	.0	.0	0	0	0	0	0	0
GS 10	# %	2	.0	2 100.0	.0	.0 0	0 0	.0 0 .0	0	0	0	0
	\$ %	400		400	.0	.0	0	0	0	0	0	0
GS 12		2	.0	100.0 2	.0	.0	.0 0	.0	.0 0	.0 0	.0 0	.0 0
	%	3,000	100.0 3,000	.0 0	0	0	.0 0	.0 0	.0 0	. 0 0	.0 0	. 0 0
GS/GM 13	#	1	100.0 0 .0	.0 1	.0	.0 .0 .0	.0 0 .0	.0 0	.0 .0 .0	.0 0 0	0 0 0	.0 0
				100.0	.0			.ŏ			00	<u> </u>
	\$ %	500	.0	500 100.0	.0	.0 .0	.0	.0	.0 .0	.8	.0	.0
TOTAL GS/GM	# %	7	2 28.6	5 71.4	0	0	0	0	0	0	0 .0	0
	\$ %	4,100		1,100 26.8	0	0	0 .0	0	0 .0	0 . 0	0 . 0	0 . 0
PATCO TOTAL	#	7	2 28.6	5 71.4	0	.0 .0	.0 .0	0	.0 .0	0 .0	0 .0	0 .0
	\$	4,100	3,000 73.2	1,100 26.8	0	.0 .0	0	0	.0	.0 .0	.0	0
	,,,											

Cash Awards For Invention By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for inventions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

DN-7	14-15 AARU4002	FYXX	C	ASH AWARDS	FOR INVEN	NTION B	Y PATCO, S	ERIES & F	PAY LEVEL			PAGE	228
RUN	I DATE XX/XX/XX		GE	OG COV: WO	RLD WIDE	E	EMPLOYMT	COV: PFT	& PPT				
AS OF	DATE XX/XX/XX		DE	PT AG	U.S. DE	EPARTM	ENT OF AG	RICULTUR	RE				
			AG	CY 01	OFFICE	OF TH	E SECRETA	.RY					
PAT										ASIAN		AM. IN	
CO SERIE	PAY LEVEL		TOTAL ALL		FEMALE		A C K FEMALE	HISP. MALE	ANIC FEMALE	PACIF MALE	FEMALE	AK. NA	TIVE FEMA
0809	CONST CONTROL												
P	GS 09	#	2	0	2	0	0	0	0	0	0	0	0
		\$	200	.0	100.0	.0	.0	.0	.0	.0 0	.ō 0	<u>0</u> 0	.0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	0	.0 .0
	GS 10	# %	2	.0 .0	2 100.0	.0 .0	0 .0	0 .0	0 .0	.0 .0	0 .0	.0 .0	0 .0
		\$	400	0	400	0	0	0	0	0	0	0	0
	GS 12	#	2	.0 2	100.0	.0 0	.0	.0 0	.0	0 0	.0 0	0 0	0 0
	GO 12	%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		\$ %	3,000	3,000 100.0	0 .0	0 .0	0 .0	.0 .0	0 .0	.0 .0	0 .0	.0 .0	0 .0
	GS/GM 13	# %	1	0 .0	1 100.0	0	0 .0	0 .0	0 .0	0 .0	0 .0	0	0
		\$	500	0	500	0	0	0	0	0	0	.0 0	.0.
	TOTAL GS/GM/SES	#	7	.0	100.0	.0	.0	.0	.0	.0	.0	.0 0	.0 0
	10 I/ LE GO/GIVI/OEG	%		28.6	71.4	.0	.0	.0	.0	.0	.0	0	0_
		\$ %	4,100	3,000 73.2	1,100 26.8	.0 .0	0 .0	0 .0	0 .0	.0 .0	0 .0	.0	0 .0
	SERIES TOTAL	#	7	2	5	0	0	0	0	0	0	0	0
		<u>%</u> \$	4,100	28.6 3,000	71.4 1,100	0 0	0 0	.0 0	0 0	0 0	<u>.0</u> 	0 0	0_ 0
		<u> %</u>	4,100	73.2	26.8	.0	.0	.0	.0	.0	.ŏ	0	ŏ_
0809 (CONST CONTROL												
Α	GS 09	# 0/	2	0	2	0	0	0	0	0	0	0	0
		\$	200		100.0 200	.0 0	0 0	.0 0	0 0	0 0	<u>.0</u>	0 0	0_ 0
		%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 10	# %	2	.0 .0	2 100.0	.0 .0	.0 .0	.0 .0	0 .0	.0 .0	0 .0	.0	.0
		\$ %	400	.0 .0	400 100.0	.0	.0 .0	.0 .0	.0 .0	.0 .0	0 .0	.0 .0	0 .0
	GS 12	# %	2	100.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	.0 .0	0 0 .0	0
		\$ %	3,000	3,000 100.0	0 .0	.0 .0	0	0 .0	0	0	0 .0	0 0	0 0 .0
	GS/GM 13	# %	1	0	1 100.0	0	0	0	0 .0	0	.0 .0	0 .0	0 .0
		\$ %	500	0 .0	500 100.0	0	0	0	0	0	.0 .0	0 .0	0 .0
		,3										.0	

Exhibit 13

Cash Awards For Performance By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for performances, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

N-71		2 F	YXX		ARDS FOR P							PAGE	114
HU	N DATE XX/XX/XX				VORLD WIDE	E EMPL	_OYMT COV:	PFI & PP	I				
S OF	DATE XX/XX/XX			EPT A	AG U.S.	DEPARTME	ENT OF AGRI	CULTURE					
PA	PAY LEVEL		TOTAL ALL		WHITE		BLACK		SPANIC		AN AM./		INDIAN/
- 00	PAT LEVEL		ALL	MALE	FEMALE	MALE			FEMALE		FEMALE		NATIVE FEMA
	SES/GS 16-18	#	2	2	0	0	0	0	0	0	0	0	0
		% \$	5,820	100.0 5,820	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0
Р	GS 05	# %		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
Р	GS 05	#	2	50.0	50.0	.0	.0	.0	.0	.0	.0	.0	0.0
		\$	632	132 20.9	500 79.1	.0	.0	.0	.0	.0	.0	.0	0.0
	GS 07	#	29	20.9	79.1	.0	.0 4	.0 0	.0 0	.0 2	.0 1	.0	.0
		% \$	21.040	37.9 7.695	24.1 4.707	10.3 2.699	13.8 1.941	.0 0	.0 0	6.9 2.763	3.4 820	.0 0	3.4 415
		%	ŕ	36.6	22.4	12.8	9.2	.0	.0	13.1	3.9	.0	2.0
	GS 09	# %	135	69 51.1	26 19.3		<u>11</u> 8.1	1.5	.7	<u>13</u> 9.6	<u>6</u> 4.4	.0	.0
		\$	146,041	82,045	25,326	7,457	6,881	2,400	1,500	13,333	7,099	0	0
	GS 11	% #	232	56.2 117	17.3 52	5.1 11	4.7 13	1.6 3	1.0 1	9.1 26	4.9 8	.0 0	.0
		\$	320.821	50.4 156,610	22.4 73,042	4.7 13.927	5.6 17,296	1.3 4.273	.4 1.330	11.2 43.986	3.4 9.715	.0	.4 622
		%	,	48.8	22.8	4.3	5.4	1.3	.4	13.7	3.0	.0	.2
	GS 12	# %	390	148 37.9	135 34.6	20 5.1	9.0	1.8	1.3	27 6.9	2.3	.5	.5
		\$	516,728	197,724	172,992	20,776	36,859	9,664	6,627	50,883	14,726	3,730	2,747
	GS/GM 13	% #	860	38.3 539	33.5 160	4.0 36	7.1 41	1.9 17	1.3 5	9.87 34	2.8 23	.7 4	.5
	0.0/ 0.111 10	%		62.7	18.6	4.2	4.8	2.0	.6	4.0	2.7	.5	.1
		\$	1,186,682	675,683 87.7	255,239 5.6	18,075 1.8	4,050 .4	9,300 .9	625 .1	14,000	6,250 .6	14,050 1.4	.C
	GS/GM 14	#	1,168	887	146	43	25	13	4	40	8	2	
		\$	2,390,580	75.9 1763,197	12.5 244,362	3.7 133,131	2.1 72,274		.3 11,375	3.4 110,010	.7 22,636	.2 4,353	.C C
	GS/GM 15	% #	817	73.8 679	10.2 66	5.6 26	3.0 10	1.2 10	.5 0	4.6 22	.9 3	.2 0	.0
	a.o, a 10	%		83.1	8.1	3.2	1.2	1.2	.0	2.7	.4	.0	.1
		\$	1,601,810	1363,220 85.1	110,081 6.9	34,902	20,903	16,515 1.0	.0	43,701	10,878	.0	1,610
	TOTAL GS/GM	#	3,633	2,451	593	146	139	52	16	164	58	8	6
		% \$	6,184,314	67.5 4246,306	16.3 886,249	4.0 264,737	3.8 217,544	1.4 81,732	.4 27,270	4.5 319,878	1.6 122,594	.2 11,893	.2 6,111
		%		68.7	14.3	4.3	3.5	1.3	.4	5.2	2.0	.2	.1
Р	OTHER 07	#	2	0	2	0	0	0	0	0	0	0	
		\$	1,247	.0	100.0 1,247	.0	.0 0	.0	.0 0	.0	0 0	.0 0	C
		<u> %</u>	-,	.0_	100.0	.0.	.0		.0	.0	.0	.0	.0

Cash Awards For Performance By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for performances, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

_	-714-15 AARU4002 JN DATE XX/XX/XX	FY	^^	GI	EOG COV: W	ORLD WIDE	EMPLO	DYMT COV	: PFT & PP	Т			PAGE 1
٩S	OF DATE XX/XX/XX				DEPT	CM U	.S. DEPART	MENT OF	COMMERC	E			
P/ C			TOTAL	_ w	HITE	BL	ACK	HIS	SPANIC		N AM./ FIC IS	AM. IN	NDIAN/ ATIVE
SI	ERIES		ALL	MAL	E FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMA
13	40 METEOROLOGY												
P	GS 12	# %	1	1 100.0	0	0	0	0	0	.0	0	0	0
		\$	250	250	0	0	0	0	0	0	0	0	0
	GS/GM 13	#	89	100.0 81	.0 2	<u>.0</u> 1	.0 1	.0 4	.0 0	.0	.0 0	.0	.0 0
		%		91.0	2.2	1.1	1.1	4.5	.0	.0	.0	.0	.0
		\$ %	82.545	79,937 92.0	2,131 2.6	782 .9	782 .9	2,913 3.5	0 .0	0 .0	0 .0	0 .0	.0 .0
	GS/GM 14	#	111	98	3	4	1	0	1	3	1	0	0
		<u>%</u> \$	136.368	88.3 114.791	2.7 3.082	3.6 8.794	9 899	.0 0	<u>.9</u> 1.798	2.7 6.105	9 899	.0 0	.0 0
		%		84.2	2.3	6.4	.7	.0	1.3	4.5	.7	.0	.0
	GS/GM 15	# %	99	89 89.9	2 2.0	1 1.0	0 .0	4 4.0	.0 .0	3 3.0	0 .0	0 .0	.0 .0
		\$ %	152,137	137,475 90.4	4,066 2.7	1,828 1.2	.0 .0	3,785 2.5	.0 .0	4,983 3.3	0 .0	0	0
	TOTAL GS/GM/SES	# %	300	269 89.7	7 2.3	6 2.0	2 .7	8 2.7	1 .3	6 2.0	1 .3	0 .0	0 .0
		\$	371,300	328,453	9,279	11,404	1,681	6,698	1,798	11,088	899	0	0
	SERIES TOTAL	<u>%</u> #	300	88.5 269	2.5 7	3.1 6	.5 2	1.8 8	5 1	3.0 6	<u>.2</u> 1	.0 0	.0 0
	SERIES TOTAL	# %	300	269 89.7	2.3	2.0	.7	2.7	.3	2.0	.3	.0	.0
		\$ %	371,300	328,453	9,279	11,404	1,681	6,698	1,798	11,088	889	0	0
122	4 PATENT EXAMINING	%		88.5	2.5	3.1	.5	1.8	.5	3.0	.2	.0	.0
P	GS 07	#	16	5	5	2	1	0	0	2	1	0	0
		<u>%</u> \$	14,180	31.3 3,722	31.3 4,106	12.5 1,949	6.3 820	0 0	<u>.0</u> 0	12.5 2,793	6.3 820	0 0	0 0
	GS 09	<u>%</u> #	103	26.2 57	29.0 17	13.7 5	5.8 6	01	0 1	19.5 12	5.8 4	0 0	0 0
		\$	122.648	55.3 70.933	16.5 19.121	4.9 6.840	5.8 3.946	1.0 1.500	1.0	11.7	3.9 6.075	0	0
		\$ %	122,048	70,933 57.8	19,121	6,840 5.6	3,946	1.2	1.2	12,733	5.0	.0	.0
	GS 11	# %	139	77 55.4	23 16.5	5 3.6	4 2.9	2 1.4	.0 .0	25 18.0	3 2.2	0 .0	.0 .0
		\$ %	211,599	108,235 51.2	39,810 18.8	7,362 3.5	6,014 2.8	3,651 1.7	0	42,857 20.3	3,670 1.7	0 .0	0 .0
	GS 12	#	103	50	15	8	4 3.9	1	1	19	5	0	0
		\$	180,580	48.5 84,792	14.6 27,320	7.8 8,860	5,446	1.0 2,611	1.0 2,238	18.4 38,565	4.9 10,748	.0	.0
		%		47.0	15.1	4.9	3.0	1.4	1.2	21.4	6.0	.0	.0

Exhibit 15

Cash Awards For Special Act Or Service By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for special act or service, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

	AARU4002 FYX TE XX/XX/XX	<u> </u>			ORLD WIDE		R SERVICE B PLOYMT CO						GE 119
S OF DATE	XX/XX/XX		DEF	PT AC	G U.S. DE	PARTME	NT OF AGRIC	CULTURE					
PAT			TOTAL	W	HITE	BI	LACK	HIS	SPANIC	ASIAN PACIF		AM. IN	
CO	PAY LEVEL		ALL	MALE	FEMALE	MALE	FEMALE		FEMALE		FEMALE		FEMAI
	SES/GS 16-18	#	2	2	0	0	0	0	0	0	0	0	0
		% \$	1,250	100.0 1,250	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
Р	GS 07	% #	1	100.0	.0 1	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
		% \$	125	.0	100.0 125	.0	.0 0	.0	.0	.0	.0 0	.0	.0
	CC 00	%		.0	100.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 09	%	5	40.0	40.0	.0	.0	.0	.0	20.0	.0	.0	.0
		\$ %	825	225 27.3	500 60.6	.0	.0	.0	.0	100 12.1	.0	.0	.0
	GS 11	# %	7	3 42.9	3 42.9	.0	1 14.3	.0	.0	.0	.0	.0	.0
		\$	3,495	1,150	1,845	0	500	0	0	0	0	0	0
	GS 12	% #	7	32.9 5	52.8 2	.0 0	14.3 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
		% \$	1,520	71.4 1,245	28.6 275	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
	GS/GM 13	% #	16	81.9 13	18.1 3	.0 0	.0 0	.0	.0	.0	.0 0	.0	.0
	adjam 10	%		81.3	18.8	.0	.0	.0	.0	.0	.0	.0	.0
		\$ %	9,375	6,675 71.2	2,700 28.8	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 14	# %	11	90.9	9.1	.0	.0	.0	.0	.0	.0	.0	.0
		\$	6,035	5,535	500	0	0	0	0	0	0	0	0
	GS/GM 15	% #	12	91.7 11	8.3 1	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
		% \$	9,600	91.7 9,100	8.3 500	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
	TOTAL GS/GM	% #	59	94.8 44	5.2 13	.0 0	.0 1	.0 0	.0 0	.0 1	.0 0	.0 0	.0
	,	%	30,975	74.6 23,930	22.0 6,445	.0	1.7 500	.0	.0	1.7 100	.0	.0	.0
Р	OTHER 11	% #	1	77.3	20.8	.0	1.6	.0	.0	.3	.0	.0	.0
	JIIILIIII	% \$	1,500	100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	OTHER 14	% #	1,500	100.0	.0 0	.0 0	.0	.0	.0	.0 0	.0 0	.0	.0 0
	OTHER 14	# % \$		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		\$ %	4,500	4,500 100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Cash Awards For Special Act Or Service By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for special act or service, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-714-15 AARU4002 RUN DATE XX/XX/XX	FYXX		GEOG COV				MT COV: PI		S & PAY LE	VEL		PAGE 1
AS OF DATE XX/XX/XX			DEPT	AG U.S	S. DEPARTN	MENT OF AG	RICULTUF	RE				
PAT PAY LEVEL		TOTAL	\\/	HITE	B I	ACK	ше	PANIC	ASIAN PACIF			INDIAN/ NATIVE
SERIES PAT LEVEL		ALL		FEMALE		FEMALE		FEMALE		FEMALE		FEMALE
1340 METEOROLOGY												
P GS 09	#	4	2	11	0	0	0	0	11	0	0	0
	\$	425	50.0 225	25.0 100	.0 0	.0 0	.0 0	.0 0	25.0 100	.0 0	.0 0	.0 0
GS 12	% #	3	52.9 3	23.5 0	.0 0	.0 0	.0 0	.0 0	23.5 0	.0 0	.0 0	.0 0
	* \$	985	100.0 985	.0	.0	.0	.0	.0	.0	.0	.0	.0
00/014 40	%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
GS/GM 13	# %	10	90.0	10.0	.0	.0	.0	.0	.0	.0	.0	.0
	\$ %	4,625	2,925 63.2	1,700 36.8	.0	.0	.0	.0	.0	.0	.0	.0
GS/GM 14	# %	3	100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	\$ [%]	1,235	1,235 100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
GS 16-18 & SES	#	1	1	0	0	0	0	0	0	0	0	0
	% \$	500	100.0 500	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
TOTAL GS/GM/SES	% #	21	100.0 18	.0 2	.0 0	.0 0	.0 0	.0 0	.0 1	.0 0	.0 0	.0 0
	\$	7.770	85.7 5,870	9.5 1.800	.0	.0 0	.0 0	.0 0	4.8 100	.0 0	.0	.0 0
SERIES TOTAL	% #	21	75.5 18	23.2	.0	.0	.0	.0	1.3	.0	.0	.0
OLITICO TOTAL	%		85.7	9.5	.0	.0	.0	.0	4.8	.0	.0	.0
	\$ %	7,770	5,870 75.5	1,800 23.2	.0	.0	.0	.0	100 1.3	.0	.0	.0
0482 FISHERY BIOLOGY												
P GS 09	# %	1	0	1 100.0	0	0	0	0	0	0	0	0
	\$ %	400	.0 0 .0	400 100.0	0 .0	0 .0	0 .0	.0 .0 .0	.0 .0 .0	.0 .0 .0	0 .0	0 .0
GS 11	#	1	1	0	0	0	0	0	0	0	0	0
	\$	400	100.0 400	.0 0	0 0	.0 0	.0 0	.0 0	0 0	.0 0	.0 0	<u>.0</u> 0
GS/GM 14	#	2	100.0	0 0	0 0	.0	.0	.0	.0	.0	.0	0 0
	\$	1,550	100.0 1,550	.0	.0	.0	.0	.0	.0	.0	.0	.0
	%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Exhibit 17

Cash Awards For Suggestions By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for suggestions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and

other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

HUIN	DATE XX/XX/XX		GEOG (COV: WOR	LD WIDE	EMPLO	DYMT COV: F	PFT & PPT	•				
AS OF D	ATE XX/XX/XX		DEPT	AG	U.S. DEPA	RTMENT	OF AGRICUL	TURE					
PAT			TOTAL	WH	ITE	BI	ACK	HISP	ANIC	ASIAN PACIFI		AM. IN	
СО	PAY LEVEL		ALL		FEMALE	MALE	FEMALE	MALE	FEMALE		FEMALE		FEMAL
Р	GS 09	#	1	1	0	0	0	0	0	0	0	0	0
		% \$	25	100.0 25	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 11	# %	3	66.7	33.3	.0	.0	.0	.0	.0	.0	.0	.0
		\$	100	75	25	0	0	0	0	0	0	0	0
	GS 12	% #	1	75.0 1	25.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		<u>\$</u> %	100	100 100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS/GM 13	# %	1	.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
		\$	100	0	0	100	0	0	0	0	0	0	0
	GS/GM 14	% #	1	.0 1	.0 0	100.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
		* \$	25	100.0 25	.0	.0	.0	.0	.0	.0	.0	.0	.0
			20	100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	TOTAL GS/GM	# %	7	5 71.4	1 14.3	14.3	.0	.0	.0	.0	.0	.0	.0
		\$	350	71.4 225	14.3 25	14.3	.0	.0	.0	.0	.0	.0	.0
	PATCO TOTAL	% #	7	64.3 5	7.1 1	28.6 1	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
	TATOOTOTAL	%		71.4	14.3	14.3	.0	.0	.0	.0	.0	.0	.0
		<u>\$</u>	350	225 64.3	25 7.1	100 28.6	.0	.0	.0	.0	.0	.0	.0
Т	GS 11	#	11	1_	0	0	0	0	0	0	0	0	0
		% \$	1,060	100.0 1,060	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	GS 12	# %	1	100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
		\$ %	1,300	1,300	.0	.0	.0	.0	.0	.0	.0	.0	.0
				100.0									
	TOTAL GS/GM	#	2	2 100.0	0	0	0	0	0	0	0	0	0
		\$	2,360	2,360	0	0	0	0	0	0	0	0	0
		%%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Cash Awards For Suggestions By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of cash awards for suggestions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN DATE XX/XX/XX			EOG COV:			ONS BY PAT EMP	LOYMT CC					
AS OF DATE XX/XX/XX			DEPT	AG	U.S. DI	EPARTMEN [*]	T OF AGRIC	CULTURE				
PAT											ASIAN	I AM./
CO PAY LEVEL SERIES		TOTAL ALL		HITE FEMALE		ACK FEMALE		PANIC FEMALE	PACIFI MALE	C IS FEMALE	AK. NA MALE	
224 PATENT EXAMINING												
P GS 09	#	1	1	0	0	0	0	00	0	0	0	0
	% \$	25	100.0 25	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
GS/GM 14	* %	1	100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
as/am r	%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	\$ %	25	25 100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
TOTAL GS/GM/SES	#	2	2	0	0	0	0	0	0	0	0	0
	\$	50	100.0 50	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
	%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
SERIES TOTAL	#	2	2	0	0	0	0	0	0	0	0	0
	\$	50	100.0 50	.0	.0	.0	.0	.0	.0	.0	.0	.0
	%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
1370 CARTOGRAPHY												
P GS 11	#	3	2	1	0	0	0	0	0	0	0	0
	%		66.7	33.3	.0	.0	.0	.0	.0	.0	.0	.0
	<u> </u>	100	75 75.0	25 25.0	.0	.0	.0	.0	.0	.0	.0	.0
GS 12	#	1	1	0	0	0	0	0	0	0	0	0
	\$	100	100.0 100	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
	%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
TOTAL GS/GM/SES #	%	4	3 75.0	1 25.0	.0	.0	.0	.0	.0	.0	.0	0 .0
	\$	200	175	25	00	00	0	0	00	00	0	-0
SERIES TOTAL	% #	4	87.5 3	12.5 1	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0	.0 0
JEINES ISINE	%	•	75.0	25.0	.0	.0	.0	.0	.0	.0	.0	.0
	\$ %	200	175 87.5	25 12.5	.0	.0	.0	.0	.0	.0	.0	.0
1223 PATENT CLASSIFYING												
P GS/GM 13	#	1	0	0	1	0	0	0	0	0	0	0
,	%		.0	.0	100.0	.0	.0	.0	.0	.0	.0	.0
	<u> </u>	100	.0	.0	100	0	0	0	0	0	0	0

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 19

Certification For Within-Grade Increase

Brief Description: Provides advance notice that a

Department of Commerce employee will complete the waiting period required for a within-grade salary

increase.

Production Frequency: Pay Period

Report Number: CD-416

Primary Sequence: Department, agency

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Certifi-

cation For Within-Grade Increase

Available Media: Hard copy, electronic

transmission

FORM CD-416 (REV. 7.87) DOA 202-531			U.S. DEPARTMENT OF COMMER
	CERTIFICATION FOR W	THIN-GRADE INCREASE	
Imports	nt: Before completing this form,	read the instructions on the reve	erse side.
1. Employee Name		2. Date Ending Waiting Pe	priod
3. Title, Series, Grade, Step		4. Organization	
5. Certification:			
I certify that the employee's step of the grade.	work is of an acceptable level of		·
Loortify that the ampleyeeste	work is not of an assentable law		
step of the grade.	work is not of an acceptable lev Plan, Progress Review, and Appin-grade increase.		-
step of the grade. 6. Complete CD-396, "Performance	Plan, Progress Review, and Ap		-
step of the grade. 6. Complete CD-396, "Performance decision to grant or deny the with	Plan, Progress Review, and Ap		-
step of the grade. 6. Complete CD-396, "Performance decision to grant or deny the with the w	e Plan, Progress Review, and Ap in-grade increase.	praisal Record," if employee's cu	rrent rating does not support the
step of the grade. 6. Complete CD-396, "Performance decision to grant or deny the with decision to grant or deny the with Signature of Certifing Official Signature of Approving Official (whe	Plan, Progress Review, and Apin-grade increase.	praisal Record," if employee's cu	Prent rating does not support the
step of the grade. 6. Complete CD-396, "Performance	Plan, Progress Review, and Apin-grade increase.	praisal Record," if employee's cu	Date

Change In Work Force EEO Profile By PATCO

Report Number: AARU4002

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category. The data is provided for 2 consecutive fiscal years and depicts the percentage of change. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-714-1 AARU4002 RUN DATE XX/XX/XX	FYXX				IN WORK F ORLD WIDE		PLOYMT CO							PAGE
AS OF DATE XX/XX/XX			DEPT	AG	U.S. DEPAR	RTMENT O	F AGRICULT	TURE						
	YEARS,	/%	тот	AL	V	/HITE	BL	ACK	HISP	ANIC		N AM./ FIC IS	AM. IN	,
PATCO CATEGORY	CHANG	iΕ	ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
	CLF	%		32.1	60.6	26.9	2.3	2.8	2.2	1.1	2.5	1.1	.2	.1
	19XX	#	30351	3662 12.1	24345 80.2	3140 10.3	1005 3.3	272 .9	561 1.8	85 .3	521 1.7	133 .4	257 .8	32 .1
PROFESSIONAL	19XX	#	31324	4263 13.6	24628 78.6	3669 11.7	1011 3.2	312 1.0	586 1.9	103 .3	560 1.8	143 .5	276 .9	36 .1
	%CHAN	IGE %		1.5 31.7	1.6- 60.4	1.4 26.6	.1- 3.6	.1 3.1	.1 2.8	.0 1.3	.1 1.1	.1 .5	.1 .3	.0 .2
	19XX	# %	13386	5416 40.5	6993 52.2	4357 32.5	601 4.5	759 5.7	236 1.8	159 1.2	61 .5	79 .6	79 .6	62 .5
ADMINISTRATIVE	19XX	# %	14087	5988 42.5	7068 50.2	4766 33.8	626 4.4	858 6.1	255 1.8	186 1.3	66 .5	91 .6	84 .6	87 .6
	%CHAN	IGE %		2.0 47.0	2.0- 45.0	1.3 37.0	.1- 3.5	.4 6.3	.0 2.7	.1 2.4	.0 1.2	.0 .9	.0 .3	.1
	19XX	# %	30382	9249 30.4	18360 60.4	7532 24.8		1163 3.8	1023 3.4	271 .9	114 .4	89 .3	516 1.7	194 .6
TECHNICAL	19XX	#	31117	9971 32.0	18249 58.6	8091 26.0	1110 3.6	1245 4.0	1073 3.4	299 1.0	120 .4	107 .3	594 1.9	229
	%CHAN	IGE %		1.6 72.8	1.8– 21.7	1.2 57.3	.1- 2.8	.2 9.3	.0 1.9	.1 4.2	.0 .7	.0 1.5	.2 .1	.1 .4
	19XX	# %	13924 13152	94.5	480 3.4	10334 74.2	223 1.6	2040 14.7	42	436 3.1	13	109	14 .1	233
CLERICAL	19XX	#	14017 13237	94.4	503 3.6	10327 73.7	219 1.6	2099	43	443 3.2	5 .0	116	10	252 1.8
	%CHAN			.1- 10.1	.2 75.3	.5- 7.7	.0 8.3	.3 1.6	.0 4.8	.1 .6	.1-	.0 .1	.0 .8	.1
	19XX	#	586	237 40.4	195 33.3	165 28.2	83 14.2	40 6.8	26 4.4	14 2.4	12 2.0	4 .7	33 5.6	14 2.4
OTHER	19XX	#	820	367 44.8	260 31.7	266 32.4	107 13.0	58 7.1	44 5.4	20	6	3 4	36 4.4	20
	%CHAN CLF	IGE %		4.4 19.9	1.6- 64.2	4.2 14.3	1.2- 8.4	.3 2.9	1.0 6.1	.0 2.0	1.3- .8	.3- .4	1.2- .5	.0 .1
	19XX	# %	2550	171 6.7	1842 78.2	116 4.5	337 13.2	39 1.5	126 4.9	.2	15 .6	0 .0	59 2.3	11 .4
WAGE SYSTEM	19XX	# %	2474	168 6.8	1781 72.0	115 4.6	314 12.7	36 1.5	128 5.2	6 .2	17 .7	0 .0	66 2.7	11
	%CHAN 19XX		91179 31887	.1	.2- 52215	.1 25644	.5- 3369	.0 4313	.3 2014	.0 970	.1 736	.0 414	.4 958	.0 546
TOTAL	19XX	% #	93839 33994	35.0	57.3 52489	28.1 27234	3.7 3387	4.7 4608	2.2 2129	1.1 1057	.8 774	.5 460	1.1 1066	.6 635
	%CHAN	% IGE		36.2 1.2	55.9 1.4-	29.0 .9	3.6 .1-	4.9 .2	2.3 .1	1.1 .0	.8 .0	.5 .0	1.1 .0	.7 .1

Exhibit 21

Change In Work Force EEO Profile By Pay Level

Report Number: AARU4002

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. The data is provided for 2 consecutive fiscal years and includes the percentage of change. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: Pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN DATE XX/XX/XX			GEOG CC	V: WORI	D WIDE	EMPLOYN	IT COV: P	FT & PP	Γ					
AS OF DATE XX/XX/XX			DEPT	AG	U.S. DEPA	RTMENT	OF AGRIC	ULTURE						
	YEARS/%		TO	TAL	WH	ITF	BL	ACK	HISP	ANIC	ASIAN PACIF		AM. IN	
PAY LEVEL	CHANGE		ALL		MALE		MALE	FEM		E FEM	MALE		MALE	
	19XX	#	6	5 83.3	1 16.7	1 16.7	0	3 50.0	.0	1 16.7	0	0	0	0
GS 01	19XX	# %	25	20 80.0	1 4.0	1 4.0	3 12.0	18 72.0	0 .0	1 4.0	1 4.0	0 .0	0 .0	.0 .0
	%CHANGE 19XX	#	48	3.3- 25	12.7-	12.7-	12.0 13	22.0 17	.0 .0 0	12.7-	4.0 0	.0 0	.0 .0 1	.0
GS 02	19XX	% #	54	52.1 31	18.8	16.7 13	27.1 14	35.4 17	.0 0	.0 0	.0	.0	2.1	.0
GG 02	%CHANGE	%	34	57.4 5.3	14.8 4.0-	24.1 7.4	25.9 1.2-	31.5 3.9-	.0 .0	.0 .0	.0	.0 .0	1.9	1.9 1.9
	19XX	# %	365	254 69.6	37 10.1	104 28.5	72 19.7	143 39.2	1 .8	2 .5	1 .3	5 1.4	0	0.0
GS 03	19XX	# %	339	240 70.8	33 9.7	100 29.5	63 18.6	135 39.8	1 .3	1 .3	2 .6	4 1.2	0 .0	0 .0
	%CHANGE 19XX	#	1527	1.2 1208	.4- 158	1.0 611	1.1- 146	.6 543	.0	.2- 31	.3 5	.2- 18	.0 2	.0
GS 04	19XX	% #	1555	79.1 1229	10.3 163	40.0 638	9.6 150	35.6 539	.5 7	2.0	.3	1.2	.1 1	.3
	%CHANGE	%		79.0 .1-	10.5	41.0 1.0	9.6	34.7 .9-	.5 .0	1.9 .1-	.3 .0	1.2	.1 .0	.3
	19XX	#	1949	1477 75.8	327 16.8	808 41.5	120 6.2	606 31.1	9 .5	37 1.9	13 .7	17 .9	3 .2	9 .5
GS 05	19XX	#%	1959	1504 76.8	301 15.4	812 41.4	131 6.7	631 32.2	9 .5	35 1.8	11 .6	18 .9	3 .2	.4
	%CHANGE 19XX	#	1453	1.0 1280	1.4– 103	.1- 736	.5 64	1.1 502	.0 4	.1- 24	.1- 2	.0 12	.0	.1– 6
GS 06	19XX	% #	1481	88.1 1305	7.1 107	50.7 748	4.4 62	34.5 515	.3 5	1.7 25	.1 2	.8 12	.0 0	.4 5
	%CHANGE	%		88.1	7.2 .1	50.5	4.2 .2-	34.8	.3	1.7	.1 .0	.8 .0	.0	.3
	19XX	# %	1977	1300 65.8	511 25.8	674 34.1	103 5.2	549 27.8	21 1.1	39 2.0	41 2.1	33 1.7	.1 .1	.3
GS 07	19XX	# %	1952	1298 66.5	492 25.2	680 34.8	104 5.3	546 28.0	21 1.1	37 1.9	36 1.8	29 1.5	.1 .1	.3
	%CHANGE 19XX	#	516	.7 383	.6- 92	.7 183	.1 36	.2 192	.0 2	.1- 5	.3– 2	.2- 3	.0 1	.0 0
GS 08	19XX	% #	514	74.2 391	17.8 85	35.5 183	7.0 34	37.2 199	.4 1	1.0 6	.4 2	.6 3	.2 1	.0
	%CHANGE	%		76.1 1.9	16.5 1.3-	35.6 .1	6.6 .4-	38.7 1.5	.2 .2-	1.2 .2	.4 .0	.6 .0	.2 .0	.0 .0

Change In Work Force EEO Profile By Series With 50 Or More

Report Number: AARU4002

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. The data is provided for 2 consecutive fiscal years and includes the percentage of change. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, occupation-

al series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-714-2 AARU4002 FYXX RUN DATE XX/XX/XX	GE		ANGE IN V OV: WORL				COV: PF						1735	E 2
AS OF DATE XX/XX/XX	DEI	PT /	AG U.S.	DEPART	MENT OF	AGRICU	ILTURE							
SERIES CODE & NAME	YEARS/%		т	OTAL	WH	ITE	RI	ACK	HISPAN	AIC:	ASIAN PACIF	N AM./	AM. IN	
PATCO CATEGORY	CHANGE		ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM		FEM	MALE	FE
PROFESSIONAL	CLF 19XX	% #	5442	32.1 956	60.6 4221	26.9 891	2.3 34	2.8	2.2 103	1.1 27	2.5 49	1.1	.2 79	13
0460	19XX	-# % #	5404	17.6 1038	77.6 4095	16.4 968	.6 32	.1 8	1.9	.5 29	.9 48	.3	1.5 85	
FORESTRY	%CHANG	%	5404	19.2 1.6	75.8 1.8-	17.9 1.5	.6 .0	.1 .0	2.0	.5 .0	.9 .0	.4 .1	1.6 .1	
PROFESSIONAL	19XX	# %	4652	538 11.6	3650 78.5	495 10.6	289 6.4	24	85 1.8	10	10	4	70 1.5	
0457 SOIL CONSERVATION	19XX	# %	4568	552 12.1	3557 77.9	510 11.2	293 6.4	21 .5	88 1.9	11 .2	12 .3	4 .1	66 1.4	
PROFESSIONAL	%CHANG		3833	.5	.6- 3035	.6 461	.0	.0 38	.1 45	.0 8	.1 9	.0	.1 30	:
0475	19XX	% #	3811	13.4 541	79.2 2985	12.0 480	5.3 201	1.0 41	1.2 43	.2 12	.2 9	.1 5	.8 32	-
AGRL MGMT	%CHANG	%		14.2	78.3 .9-	12.6 .6	5.3	1.1	1.1 .1-	.3 .1	.2 .0	.1 .0	.8 .0	
PROFESSIONAL	19XX	# %	1866	240 12.9	1295 69.4	178 9.5	75 4.0	37 2.0	40 2.1	8 .4	206 11.0	15 .8	10 .5	
0701 VETERINARY MEDICAL SCIENCE	19XX	# %	1870	259 13.9	1282 68.6	198 10.6	75 4.0	37 2.0	41 2.2	.4	204 10.9	14 .7	9 .5	
PROFESSIONAL	%CHANG 19XX	E #	1852	1.0 222	.8– 1503	1.1 187	.0 19	.0 8	.1 44	.0 12	.1- 32	.1– 8	.0 32	
0810	19XX	% #	1843	12.0 239	81.2 1470	10.1 200	1.0 23	.4 9	2.4 48	.6 12	1.7 33	.4 11	1.7 30	
CIVIL ENGINEERING	%CHANG	% E		13.0 1.0	79.8 1.4-	10.9 .8	1.2 .2	.5 .1	2.6 .2	.7 .1	1.8 .1	.6 .2	1.6 .1–	
PROFESSIONAL	19XX	# %	1543	154 10.0	1266 82.0	144 9.3	84 5.4	5 .3	15 1.0	2 .1	12 .8	0 .0	12 .8	
0470 SOIL SCIENCE	19XX	# %	1512	154 10.2	1239 81.9	145 9.6	82 5.4	5 .3	15 1.0	2 .1	11 .7	0 .0	11 .1-	
PROFESSIONAL	%CHANG 19XX	E #	999	.2 147	.1- 787	.3 131	.0 27	.0 9	.0 13	.0 3	.1– 9	.0 4	.1- 16	.1.
0401	19XX	% #	1156	14.7 195	78.8 878	13.1 175	2.7 34	.9 12	1.3 18	.3 3	.9 11	.4 4	1.5 20	.(
GEN BIOLCL SCI	%CHANG	% E		16.9 2.2	76.0 2.8-	15.1 2.0	2.9 .2	1.0 .1	1.6 .3	.3 .0	1.0 .1	.3 .1–	1.7 .1	
PROFESSIONAL	19XX	# %	1122	206 18.4	712 63.5	141 12.6	45 4.0	13 1.2	105 9.4	32 2.9	50 4.5	17 1.5	.4 .4	
0436 PLT PROTECTION & QUAR	19XX	# %	1114	213 19.1	700 62.8	145 13.0	49 4.4	14 1.3	101 9.1	33 3.0	47 4.2	18 1.6	.4 4	
	%CHANG	E		.7	.7-	.4	.4	.1	.3-	.1	.3–	.1	.0	.(

Exhibit 23

Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees

Report Number: AECO36T7

Brief Description: Provides a list to the agency of full-time and part-time employees for whom Form AD-658, Within-Grade Increase Record, is being distributed. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee Control Listing of Within-Grade Increase for F/T and P/T Employees

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX AE	CO36T7 WIT					OL LISTING AND P/T EM		ES – AS OF	XX/XX/XX		PA	GE 1
						** SEN	SITIVE	PERSONNI	EL DATA -	USE IS R	ESTRICT	ED **
FW 06 U.S. OFFICE OF SPEC	CIAL COUNSEI	L				POI 4	860	BELTSVI	LLE, MD			
EMPLOYEE NAME ORG.		OFFICIA	L TITLE PAY	OF POSITION		COMMENCIN		STATION L	OCATION PAY	NON-PAY	INTERM	ITTENT
STRUCT. LEVELS SOC SEC NO -2 THRU8-	PAY PLAN GRADI	OCC SERIES	RATE	INDIVIDUAI		ATE TOWAR	D	CODES	PERIOD WGI DUE	STATUS	DAY	
OOE, JANE P		SOIL SC	NTST				BELTS	SVILLE, MD				
00-45-6789 0653052145846589	GS 11 2	0560	0	006T3685	6T3685	XX/XX/XX	24 01	00 033	XX	20.00	000	0000
SMITH, STEPHEN T 00-22-3333 0650523587458548	GS 12 2	PLANT F 0438		L 001P8560	6P856	XX/XX/XX	BELT: 24 01	SVILLE, MD 00 033	XX	20.00	000	0000
	·								·			

Classified Employee Within-Grade Increase Four Week Notification For F/T And P/T Employees

Report Number: AECO36U4

Brief Description: Provides a list of employees whose latest performance appraisal ratings are fully successful or greater. It is produced 4 weeks prior to NFC's generation of WGIs for those employees listed on the report. It updates the 16-week notification previously issued. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee Within Grade Increase Four Week

Notification for F/T and P/T Employees

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX AECO36U4 CLASSIFIED EMPLOYEE WITHIN-GRADE IN		PAGE 1
FOR F/T AND P/T EMPLOYEES - A	AS OF XX/XX/XX	
A WITHIN GRADE INCREASE ACTION WILL BE PROCESSED FOR EAC RATING IS FULLY SUCCESSFUL OR GREATER. UNLESS AG		
	** SENSITIVE PERSONNEL DATA - USE IS RI	ESTRICTED **
AG 03 03 AGRICULTURAL RESEARCH SERVICE	POI 4860 BELTSVILLE, MD	
EMPLOYEE NAME OFFICIAL TITLE OF POSITION ORG. PAY	DUTY STATION LOCATION COMMENCING WGI NON-F	'AY INTERMITTEN
STRUCT. LEVELS PAY OCC RATE INDIVIDUALMASTE SOC SEC NO -2 THRU8- PI AN GRADE SERIES DETRPOS NO REC NO		
ODE, JANE A BUDG ANAL 1000-45-6789 0101010410000000 GS 11 2 0560 0 006T3685 6T3685	XX/XX/XX 24 0100 033 12	000 0000
SMITH, JAMES P PLANT PHYSIOL 00-65-4321 0101010405000000 GS 12 2 0438 0 006P8560 6P856	BELTSVILLE, MD XX/XX/XX 24 0100 033 12	000 0000
STRUCTURE LEVEL 01 01 0104 TOTAL 2		

Exhibit 25

Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees

Report Number: AECO36S1

Brief Description: Provides a list of within-grade increases (WGI) for classified employees in pay plans GS, GG, LG, FO, FP, AL, CA, WG, WS, and TR whose latest performance appraisal rating is fully successful or greater; the WGI is generated by the PayroII/Personnel System for each of these employees. It is produced 16 weeks prior to the due date of the employee's WGI. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee Within-Grade Increase Sixteen Week Listing for F/T and P/T Employees

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX AECC		00.00			AND P/T EMPI				EEN WEEK LISTI	NG .		FAC	GE 1
			FUI	H F/ I F	AND P/T EMP	LUTEES -	AS UF	^^/^^/	^^				
A WITHIN-GRADE INCREA RATING IS FULLY										RFORMAN	CE		
HATTING IS FULL	SUCCES	SFUL C	IN GNEA	VIEN, V	JINLESS ACTI	ON IS IAN							
							** SE	ENSITIV	E PERSONNEL	DATA – US	SE IS REST	RICTED	**
AG 03 03 AGRICULTURAL RES	SEARCH S	ERVIC	E				POI	4860	BELTSVILLE,	MD			
EMPLOYEE NAME ORG.		0	FFICIAL	TITLE PAY	OF POSITION		СОММІ	ENCING	DUTY STATION	LOCATION WGI	NON-PAY	INTER	MITTEN
STRUCT. LEVELS SOC SEC NO -2 THRU8-	PAY PLAN G	RADE	OCC SERIES	RATE	INDIVIDUAL R POS. NO		DATE TO	OWARD)	PROCESSIN PAY PERIOI	IG STATUS	DAY	Y S
DOE, JANE L		В	UDG AN	AL_					BELTSVILLE, MI)			
00-45-6789 0101052145846589	GS 11	2	0560	0	006T3685	6T3685	XX/X	X/XX	24 0100 033	XX	20.00	000	0000
SMITH, MICHAEL O 00-65-4321 0101052145846589	GS 12		LANT PH 0438	YSIOI 0	006P856	6P856	XX/X	X/XX	BELTSVILLE, MI 24 0100 033	XX	20.00	000	0000

Title I Chapter 20 Section 5

Exhibit 26

Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees

Report Number: AECO36S2

Brief Description: Provides a list of classified employees in pay plans GS, GG, LG, FO, FP, AL, CA, WG, WS, and TR whose latest performance appraisal is less than satisfactory. A within-grade increase (WGI) will not be processed for these employees. The report is produced 16 weeks prior to the due date of the employee's WGI. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Classified Employee WGI Status Sixteen Week Listing for

F/T and P/T Employees

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX	AECO36S2					S SIXTEEN W		STING		P	AGE	1
		FC	R F/T	AND P/T EM	PLOYEES -	- AS OF XX/X	X/XX					
A WITHIN GRADE IN	CREASE ACTIO	ON WILL NO	T BE P	ROCESSED	FOR THES	SE EMPLOYER	ES – DU	E TO LESS	S THAN SATIS	GACTOR	Y PERFO	RMANCE
TO GRAN	T AN EMPLOYE	E A WITHIN	GRAD	E INCREAS	E THE AGE	NCY MUST C	HANGE	THE PERI	ORMANCE A	PPRAISAL	_	
						** SENSITI	VE PER	SONNEL	DATA - USE	IS REST	RICTED	* *
40.00.00 40.DIQUITUDAL DE		#OF				DO!	1000	DEL TO				
AG 03 03 AGRICULTURAL RE	SEARCH SERV	/ICE				POI	4860	BELISV	ILLE, MD			
EMPLOYEE NAME		OFFICIAL		OF POSITION		001414511011		YSTATIO	N LOCATION	NON DA		4177517
ORG. STRUCT, LEVELS	PAY	OCC	PAY	INDIVIDUAL		COMMENCIN DATE TOWAR			PROJECTED PAY PERIOD		DAY	
SOC SEC NO -2 THRU8		DE SERIES			REC NO		DS		WGLDUF			-
OE. JANE R		COMPRI	DDOG	AD.			DELTO	VILLE. ME	`			
00=, JANE R 00=45=6789 1019152145846589	GS 11		0	006T3685	6N3685	XX/XX/XX			XX	20.00	000	0000
MITH. ANDREW M		RES ENT	-				BELTS	VILLE. ME)			
00-65-4321 1019152145846589	GS 12			006P856	1A7856	XX/XX/XX			XX	20.00	000	0000
EMPLOYING OF	FICE TOTAL	1										

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 27

Compensatory Time For Religious Observance

Report Number: PAYE6102

Brief Description: Provides a list of employees who were advanced or earned compensatory time for religious observance. It also provides the pay period in which the compensatory time was incurred and the number of hours that have been paid back to date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

DATE XX/XX/XX PAYE6102	FOREST SERVICE	SOUTHERN REGI		PAGE 1
	DEP REG FORESTER FOR ADMI	N - FISCAL AND LAV	V ENFORCEMENT	
AG 11 SUBMITTING OFF.: 5153	** SENS	SITIVE PERSONNEL DATA -	USE IS RESTRICTED **	PAY PERIOD X
	COMPENSATORY	TIME FOR RELIGIOUS OBSE	RVANCE	
EMPLOYEE NAME	S. S. NO. PAY PER./	REL. COMP. REG. /REL.	REG. COMP. REL.	COMP. CURRENT REL. S
	YEAR	TIME COMP TIME	TIME TIME	COMP TIME
	((ADVANCED) (EARNED)	(USED) (BALANCE	BALANCE
SMITH, JANE T.	000 12 3456 07/93	21.25 4.00	21.25–	21.25-
	09/93 18/93	4.00 9.75	21.25- 1.25 21.25-	
	05/94	31.1	15.75 21.25-	

Competitive Promotions By PATCO & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

N-714-12 RUN D	ATE XX/XX/XX	FYXX	GEOG COV: WO	TIVE PROMOTIC RLD WIDE		COV: PFT 8					AGE 7
S OF DAT	E XX/XX/XX		DEPT AG U.	S. DEPARTMEN	T OF AGRIC	ULTURE					
		TOTAL							ASIAN AM./		NDIAN/
PAT		TOTAL		HITE		1 C K	HISP		PACIFIC IS		NATIVE
CO	PAY LEVEL	NO.	MALE NO. %	FEMALE NO. %	NO. %	FEMALE NO. %	NO. %	FEMALE NO. %	MALE FEMALE NO. % % NO.	NO. %	FEMAL % N
Р	GS 05	1	1 100	00	0 .0	0 .0	0 .0	0 .0	0 .0 0 .0	0.0	00
	GS 07 GS 09	2 2	0 1 50.0	1 50.0 0 .0	0 .0 0 .0	0 .0 1 50.0	0 .0 0 .0	0 .0 0 .0	0 .0 1 50.0 0 .0 0 .0	0 .0 0 .0	0.0
	GS 11	5	5 100	00	0 .0	0 .0	0 .0	0 .0	0.0 0.0	0 .0	0 .0
	GS 12	7	5 71.4	<u> </u>	0.0	1 14.3	0.0	0 .0	0 .0 0 .0	0.0	0 .0
	GS/GM 13 GS/GM 14	25 18	12 8.0 11 61.1	9 36.0 6 33.3	2 8.0 1 5.6	0 .0 0 .0	1 4.0 0 .0	1 4.0 0 .0	0 .0 0 .0 0 .0 0 .0	0.0 0.0	0 .0
	GS/GM 15	18	45	1 5.6	0 .0	0 .0	0 .0	1 5.6	0 .0 0 .0	0.0	0 .0
	TOTAL GS/GM	78	50 64.1	23.1 23.1	4 5.1	2 2.6	1 1.3	1 1.3	1 1.3 1 1.3	0 .0	0 .0
Р	OTHER 13	4	0 .0	2 50.0	1 25.0	1 25.0	0.0	0.0	0.0 0.0	0.0	0 .0
•	OTHER 14	2		1 50.0	0 .0	0 .0	0 .0	0 .0	0.0 0.0	0 .0	0 .0
	TOTAL OTHER	6	1 50.0 1 16.7	3 50.0	1 16.7	1 16.7	0.0	00	0.0 0.0	0.0	0 .0
	PATCO TOTAL	84	51 60.7	21 25.0	5 6.0	3 3.6	1 1.2	1 1.2	1 1.2 1 1.2	0.0	0 .0
Α	GS 05	2	0 0	1 50.0	150.0	0.0	0 .0	0 .0	0.00.0	0.0	0 .0
	GS 07	5	2 40.0 0 n	1 20.0	240.0	0 .0	0 .0	0 .0	0 .0 0 .0	0.0	0 .0
	GS 09 GS 11	7 12	0 .0 2 16.7	4 57.1 5 41.7	0 .0 1 8.3	3 42.9 4 33.3	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0 0 .0 0 .0	0.0 0.0	0 .0
	GS 12	6	2 33.3	4 66.7	0 .0	0 .0	0 .0	0 .0	0.00.0	0.0	0 .0
	GS/GM 13	30	13 43.3	12 40.0	1 3.3	3 10.0	13.3	0 .0	0.00.0	0.0	0 .0
	GS/GM 14	10	5 50.0	3 30.0	110.0	1 10.0	0 .0	0 .0	0.00.0	0.0	0 .0
	GS/GM 15	7	4 57.1	2 28.6	114.3	0 .0	00	00	0.00.0	0.0	0 .0
	TOTAL GS/GM	79	28 35.4	32 40.5	7 8.9	11 13.9	11.3	0.0	0.00.0	0.0	0 .0
Α	OTHER 11	2	0 .0	2 100	0 .0	0 .0	0 .0	0 .0	0 .0 0 .0	0.0	0 .0
	OTHER 13	1	0 .0	00	0 .0	0 .0	0 .0	0 .0	0 .0 1 100	0 .0	0 .0
	OTHER 14	4	1 25.0 1 100	1 25.0	2 50.0	0 .0	0.0	0 .0	0 .0 0 .0	0.0	0 .0
	OTHER 15 TOTAL OTHER	18	1 100 2 25.0	0 .0 3 37.5	00 225.0	0 .0	0.0	0.0	0 .0 0 .0 0 .0 1 12.5	0.0	0 .0
	PATCO TOTAL	87		35 40.2	910.3	11 12.6	1 1.1	0 .0	0 .0 1 1.1	0.0	0 .0
Т	GS 04	2	0 .0	00	0.0	2 100	0.0	0 .0	0.0 0.0	0.0	0 .0
	GS 05	7	2 28.6	3 42.9	1 14.3	1 14.3	00	00	0.0 0.0	0.0	00
	GS 06 GS 07	12 10	1 8.3 2 20.0	3 25.0 3 30.0	1 8.3 0 .0	6 50.0 5 50.0	0 .0 0 .0	1 8.3 0 .0	0 .0 0 .0 0 .0 0 .0	0.0 0.0	0 .0
	GS 08	4	0 .0	1 25.0	0 .0	3 75.0	0 .0	0 .0	0 .0 0 .0	0.0	0 .0
	GS 09	5	0 .0	2 40.0	1 20.0	2 40.0	0 .0	0 .0	0 .0 0 .0	0.0	0 .0
	GS 10	2	2 100	00	00	0 .0	0.0	0.0	0.0 0.0	0.0	0 .0
	GS 11	6	4 66.7	0 .0	0 .0	2 33.3	0.0	0 .0	0 .0 0 .0	0.0	0 .0
	GS 12 TOTAL GS/GM	6 54	5 83.3 16 29.6	1 16.7 13 24.1	0 .0 3 5.6	0 .0 21 38.9	0. 0 0. 0	0 .0 1 1.9	0 .0 0 .0 0 .0 0 .0	0.0 0.0	0 .0
Т	OTHER 03	2	0 .0	2 100	0 .0	0.0	0 .0	0 .0	0.0 0.0	0.0	0 .0
•	OTHER 04	2	0.0	1 50.0	0 .0	0 .0	0 .0	1 50.0	0.0 0.0	0 .0	0 .0
	OTHER 05	1	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0 0 .0	0.0	0 .0

Exhibit 29

Competitive Promotions By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

DN-714-13	AARU4002 FYXX		COMPETITIV	E PROMOTIC	ONS BY PA	TCO, SERIE	S & PAY LE	VEL			PA	GE 83
RUN DAT	TE XX/XX/XX		GEOG COV:	WORLD WIDE	E EMP	LOYMT COV	/: PFT & PF	PT				
AS OF DATE	XX/XX/XX		DEPT	AG U.S.	DEPARTM	IENT OF AG	RICULTURI	E				
PAT	TO	ΓAL	٧	/HITE	BL	ACK	HISP	ANIC		N AM./ FIC IS		INDIAN/ NATIVE
CO PAY I SERIES	LEVEL	NO.	MAL NO. %		MALE NO. %	FEMALE NO.%	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMAI NO.
0110 ECON	IOMIST											
Р	GS 09 GS/GM 14	1	0 .0 1100	0 .0 0 .0	0. 0 0. 0	1 100 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0. 0 0. 0	0 . 0 .
	GS/GM 15 TOTAL GS/GM/SES	1 3	0 .0 1 33.3	0 .0	0 .0 0 .0	0 .0 1 33.3	0 .0 0 .0	0 .0	1 100 1 33.3	0 .0	0 .0 0 .0	0 .
	SERIES TOTAL	3	1 33.3	0 .0	0 .0	1 33.3	0.0	0.0	1 33.3	0 .0	0.0	0 .
1529 MATI	H STATISTICIAN											
Р	OTHER 13 OTHER 14	1	0 .0 1100	0 .0 0 .0	0 .0 0 .0	1 100 0 .0	0.0	0.0	0.0 0.0	0 .0 0 .0	0. 0 0. 0	0.
	TOTAL OTHER	2	1 50.0	0 .0	0 .0	1 50.0	0 .0	0 .0	0.0	0 .0	0 .0	0
	SERIES TOTAL	2	1 50.0	0 .0	0 .0	1 50.0	0.0	0 .0	0.0	0 .0	0.0	0
1370 CAR	TOGRAPHY											
Р	GS 12 GS/GM 13	4	4100 1100	0 .0 0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0 0 .0	0.0	0
	TOTAL GS/GM/SES	5	5100	0 .0	00	00	0.0	0 .0	0.0	0 .0	0 .0	0
1360 OCEA	ERIES TOTAL	5	5100	00	00	0 .0	0 .0	0 .0	0.0	0 .0	0.0	0
1000 COLA	TOGINI III											
P	GS/GM 13 GS/GM 14	1	0 .0	1 100 1 100	0 .0	0 .0	0.0	0.0	0.0	0.0	0.0	0
	TOTAL GS/GM/SES	2	0 .0	2 100	0 .0	0 .0	0.0	0 .0	0.0	0 .0	0 .0	0
	SERIES TOTAL	2	0.0	2 100	0.0	00	0.0	0 .0	0.0	0.0	0.0	0
315 HYDRO	LOGY											
Р	GS 11	1	1100	00	00	0 .0	0 .0	0 .0	0.0	0 .0	0.0	0
	TOTAL GS/GM/SES SERIES TOTAL	11	1100 1100	0 .0	0.0	0.0	0.0	0.0	0.0	0.0	0 .0 0 .0	0
0510 ACCOU	NTING											
Р	GS 07	1	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	1100	0.0	0
	GS 12 GS/GM 13	2	0 .0 1 50.0	0 .0 1 50.0	0 .0	1 100 0 .0	0.0	0.0	0.0	0.0	0.0	0
	GS/GM 14 TOTAL GS/GM/SES	1 5	1100 2 40.0	0 .0	0 .0	0 .0	0.0	0 .0	0.0	0 .0	0.0	0
	. 5 // 12 45/4/1/525		_ 10.0	1 20.0	0 .0	1 20.0	3 .0	0	0.0	. 20.0	0 .0	

Title I Chapter 20 Section 5

Exhibit 30

Control List For Supervisory/Managerial Probationary Forms

Report Number: AECO8301

Brief Description: Provides notification that Form AD–773, Supervisory or Managerial Probationary Period Report, has been distributed for the employee approaching expiration of a supervisory/managerial probationary period. This report contains sensitive data; use is restricted.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Control List For Supervisory/Managerial Probationary

Forms

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX AE	CO8301 CONTROL LIS	T FOR SUPI	ERVISORY/MANAGE	RIAL PRO	BATIONARY FORMS ENDING XX/XX/	XX PAGE 1
EMPLOYING OFFICE CODE 3	NORFOLK VA	23510		SE	ENSITIVE PERSONNEL DATA USE IS	RESTRICTED
AGENCY CODE CM54 N	NATIONAL OCEANIC AND A	rmospher .				
		SUPV/				PROJECTED
EMPLOYEE NAME	S.S. NUMBER	MCR	DUTY STATIO) N	ORGANIZATION STRUCTURE	END DATE
DOE, JAMES	000123456	2	WILMINGTON	OH	NATIONAL WEATHER SERVICE EASTERN REGION WILMINGTON (WSO) OHIO	XX/XX/XX
WILLIAMS, MARIE	000112345	2	PATUXENT RIVER	МО	NATIONAL WEATHER SERVICE EASTERN REGION PATUXENT (WSMO) MARYLAND	XX/XX/XX

Exhibit 31

Control List For Supervisory/Managerial Probationary Period Report Forms

Report Number: AECO36T3

Brief Description: Provides notification that Form AD–773, Supervisory or Managerial Probationary Period Report, has been distributed for each employee listed signifying approaching expiration of supervisory/managerial probationary period. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Control List for Supervisory/Managerial Probationary

Period Report Forms

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX	AECO36T3	CONTROL LIST FOR SUPERVISORY/MANAGERIAL	PAGE 1
		PROBATIONARY PERIOD REPORT FORMS – AS OF XX/XX/XX	
		** SENSITIVE PERSONNEL DATA - USE IS	RESTRICTED **
AG 05 05 AGRI STABILIZAT	TION & CONSERV SER	POI 4881 WASHINGTON, DC	
EMPLOYEE NAME	S.S. NUMBER	ORG. STRUCTURE CODES DUTY STATION LOCATION 2 3 4 5 6 7 8	REMARK
SMITH, JANE B	000-11-2222	ANYTOWN, LA 06-1001-001 02 13 0010 01 00 00	
	EMPLOYING OFF	ICE TOTALS 1	

Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T **Employees**

Report Number: AECO36T8 Sequence Of Data: Employee name

Brief Description: Provides notification that Form AD-435, Performance Appraisal, has been distributed for each employee listed. It is prepared 5 pay periods prior to the evaluation due date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Other Sources For This Report:: RFQS, Control Listing of Performance Evaluation Merit Pay Employees Forms Prepared for F/T and P/T **Employees**

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX	FODMO I				DRMANCE EVA	ALUATION AS OF XX/XX/XX	PAGE
	FURINS F	HEPAH	IED FOR F/I	AND P/I EN	/IPLUYEES - A	19 OF XX/XX/XX	
					** SENSITIVI	E PERSONNEL	DATA - USE IS RESTRICTED **
G 82 82 ACTION					48	860 BELTSVILL	E, MD
EMPLOYEE NAME ORG.	OFFICIA	L TITLE PAY	OF POSITIO	N	С	OUTY STATION L	OCATION
STRUCT. LEVELS PAY OC SEC NO -2 THRU8- PLANGRADE	OCC SERIES	RATE I DETR	INDIVIDUAL POS NO	MASTER REC NO		DS CODES	PERFORMANCE EVALUATION **FORMS DUE PAY PERIOD 14**
DOE. JANE R	COMPR P	ROGME	}		1	BELTSVILLE, MI	
000-45-6789 010000000000000GM 14	0560		N3685	1125		24 0100 033	
SMITH, ANDREW M 000-65-43201000000000000 GM 13	RES ENT 0438	0 1	A7856	2014	ı	BELTSVILLE, MI 24 0100 033)
STRUCTURE LEVEL 00 0000 TOTAL	2						
STRUCTURE LEVIZEOU 0000 TOTAL							

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 33

Conversion To Career Tenure Four Week Notification

Report Number: AECO37U8

Brief Description: Provides notification to the agency that an employee is approaching career

tenure.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Conversion To Career Tenure Four Week Notification

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX A	ECO37U8 CONVE	RSION TO CAREER TENURE	FOUR WEEK NOTIFICATION			PAGE 1
		AS	OF XXXXXXX			
->->-> AN 880/CH	CALTENIOE ACTIONING	L BE PROCESSED FOR EAC	WI ISTED EMBLAYEE	<-<-<-		
			VENT-TENURE-START DATE	<-<-<		
AG 03 03 AGRICULTURAL RE	SEARCH SERVICE		POI 4816	WASHINGTON,	DC	· · · · · · · · · · · · · · · · · · ·
			`			
EMPLOYEE NAME	OFFICIAL TI	TLE OF POSITION	DUTY STATION LOCATION	N		
ORG.		PAY	CAREER	880	NON-PAY	INTERMITTENT
STRUCT LEVELS	PAY	OCC RATE INDIVIDUAL	MASTER PERM-TEN-ST	PROCESSING	STATUS	DAYS
SOC SEC NO -2- THPR	J-8-PLAN GRADE	SERVES DETR POS. NO	REC NO DATE DIS CODES	PAY PERIOD	HOURS	WORKED ELAPSED
DOE, JANE	SECY TYPO		WASHINGTO	** 000		
1						
000-00-1234 4013003010000	GS 06 3	0318 3	091267 XX/XX/XX 11 0010 00	13	000	0000
STRUCTURE LEVEL XX X	X XXXX	TOTAL 1				
1						
1						
<u></u>						
		· · · · · · · · · · · · · · · · · · ·				

Cumulative Gains & Losses By Occupational Series

Report Number: EEOT3004 Sequence Of Data: Series, sex, race

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the fiscal year-to-date cumulative gains and losses by occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan,

occupational series

Available Distribution Levels: Department,

Available Media: Hard copy, microfilm, microfiche,

agency, organizational structure to the 8th level

Other Sources For This Report:: None

electronic transmission

RUN DATE	////// L			PFT- GN	1							
REPORT	QTR 4TH					IAL SCIENCE	=					
REPORT AS O			П	EPT AG		DEPARTMEN		CULTURE				
	. 27.112.70470	,,,,,				IIC RESEARC						
	:	:		:	:	G A I	N S	: L : SEP	0 S S	E S	:	:
	: :	AST FY: % TOT:	:	% TOT :	GAIN:	TO: W/IN:	EMP : REA	SGN: FROM	: W/IN : EMF	P:REASGN	: :	:
	: EMPMT:	EMP :		EMP :			CONV: OTHE	ER : DEPT:		IV: OTHER		SES:
	: 3		4		1	1		1	1		1	
SEX F	:											
М		.00 E IMPACT	4 100.00 % – VS MAL		1 (80)			1 (120)	1	(80)	1	
WHITE	:											
F M	: 0.400	00	4 100 00		4	1					4	
<u>м. </u>	: 3 100	.00	4 100.00 4 100.00		1	1		1	1		1	
1	: 3 100		4 100.00					(120)	1	(80)	1	
PROMOTI			% – VŠ MIN ARE NOT IN		(80) N NET GA	,	STERISK INC	DICATES ADVE	RSE IMPAC	T PERCENTA	AGE.	
PROMOTI					,	,	STERISK IND	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK IND	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK IND	, ,	RSE IMPAC	T PERCENTA	AGE.	
PROMOTI					,	,	STERISK INC	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK IND	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK INC	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK IND	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK INC	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK IND	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK INC	, ,	RSE IMPAC	T PERCENTA	IGE.	
PROMOTI					,	,	STERISK IND	, ,	RSE IMPAC	T PERCENTA	GE.	
PROMOTI					,	,	STERISK INC	, ,	RSE IMPAC	T PERCENTA	IGE.	

Exhibit 35

Cumulative Gains & Losses Summary

Report Number: EEOT3004 Sequence Of Data: Sex, race

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the fiscal year-to-date cumulative gains and losses by employment group and pay plan.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN DATE	XX/X	XX/XX E	EEOT3004		CUMULA PFT- C	TIVE GAIN	S & LOSS	ES SUM	IMARY		WC	ORLD	WIDE		P/	AGE
REPORT Q	R	4ТН			DEPT A		DEPARTM	ITNIT OF	ACDICI	II TUDE						
REPORT AS (XX		AGCY 1		NOMIC RE									
	:		:		:	:	G A	I N	I S			SE		:		
	:L	AST FY : %	: TOT :	4TH QTR (CUM : TOT :		APPT : Al TO : W		: P:REAS				: EMP .I	: REASGN :	PROMO	TIONS
	: E	EMPMT:	EMP:	EMPMT:	EMP:	LOSS :	DEPT : U	NIT : CO	NV: OTH	IER: DE	PT : l	JNIT :0	CONV:	OTHER :	GAINS : L	OSSE
TOT EMP SEX	: TM	297		326		29	15	1		44	25	2	3	1	71	3
F M	:	258	13.13 86.87	45 281	13.80 86.20	6 23	15	1		14 30	4 21	1	3	1	20 51	2
MINORITI	ES	ADVERSE	E IMPACT	% – VS MAL	ES	(80	0)			(120))	142*		(80)	245	
F M	:	6 17	2.02 5.72	7 15	2.15 4.60	1 2-				3	2 2			1	5 3	:
Т	:	23 ADVERSE	7.74 E IMPACT	22 % – VS WHI	6.75 TES	1-	D)			4 (120)	4	240*		1 (80)	8 175	
BLACK F		2	.67			2-	· · · · · · · · · · · · · · · · · · ·			2						
М	:	4	1.35	3	.92	1-				1						
Т	:	6 ADVERSE	2.02 E IMPACT	3 % – VS NON	.92 I-BLACK	3-	0)			(120)	13	46*		(80)		
HISPANIC F	; :															
M T	:	1	.34	1	.31					1				1	1	
		ADVERS		% – VS NON		NIC (8	0)			(120)			(80)	464	
ASIAN/PA F	.CI :	4	1.35	7	2.15	3				3					5	
M T	:	12 16	4.04 5.39	11 18	3.37 5.52	1- 2				3	1				2 7	
		ADVERS	E IMPACT	% – VS NON		PACI (8	0)			(120)	66		(80)	187	
WHITE F	:	33	11.11	20	11.66	5				11	2	1	3		15	į
М	:	241	81.14	266	81.60	25	15	1		29	19	1			48	21
Т	<u>:</u>	274 ADVERSE	92.26 E IMPACT	304 % – VS	93.25 MINORIT	IES	15 (80)	1		40	21 (120)	2	42	(80)	63 57*	26
		PROMOT	ION GAIN	S AND LOSS	SES ARE	NOT INCLU	JDED IN N	NET GAII	N LOSS.	AST	ERIS	(INDI	CATES	ADVERSE IMF	PACT PERC	ENTA

Title I Chapter 20 Section 5

Exhibit 36

Data For Preparation Of Semi-Annual Bond Report

Report Number: PAYE4704

Brief Description: Provides the number of full-time permanent employees on the payroll at the end of the period and the number of employees buying series E and/or H bonds as of the last day of the 6-month period in March/September. Also provides the percentage of employees participating in the purchase of savings bonds and the amount allotted by the agency for the purchase of E and H bonds during the period.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

DATE XX/XX/XX PAYE4704 DEPT: U.S. DEPARTMENT OF AGRICULTURE	PAGE 1
AGCY: 01 OFFICE OF THE SECRETARY	
DATA FOR PREPARATION OF SEMI-ANNUAL BOND REPORT FOR SIX MONTHS PERIOD ENDING MAR. 19XX	
NUMBER OF FULL TIME PERMANENT EMPLOYEES ON PAYROLL AT END OF PERIOD	89
NUMBER OF EMPLOYEES BUYING SERIES E AND/OR H BONDS AS OF LAST PAY	
PERIOD IN MAR.	29
PERCENTAGE OF EMPLOYEES PARTICIPATING	33
AMOUNT ALLOTTED FOR PURCHASE OF E AND H BONDS DURING PERIOD	\$13,613.50

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 37

Defacto Employment

Report Number: DEFACTO EMPLOYMENT

Brief Description: Provides a list of employees who have been paid for time worked during the pay period in which the not-to-exceed date was reached. Agency personnel should review this list and submit the necessary documentation to NFC. All T&A's received for subsequent pay periods are suspended and payments are withheld until appropriate personnel actions are received. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Contact point, department, agency, organizational structure to the 2nd level

DATE: XX/XX/XX					
SUBJECT: DEFACTO EMPLO	DYMENT	** \$	ENSITIVE PERSONNEL DATA	A - USE IS RESTRICTED **	
	STIVILIVI	0	ENGITIVE TENOCHNIEL BAIR	K - GOL IO NEOTHIOTED	
TO: 16-0020					
IN AN EFFO	RT NOT TO	DELAY SALARY PAYM	MENTS, WE HAVE PAID THE F	OLLOWING EMPLOYEES WHO HAVE	
EXCEEDED THE	IR NTE DA	TES IN PAY PERIOD XX	.		
NAME		SSNO	CONTACT POINT	NTE DATE	
JOHNSON	Α	000112233	162929599199	XX/XX/XX	
PLEASE RE	VIEW YOU	R RECORDS IMMEDIA	TELY AND SUBMIT NECESSAF	RY DOCUMENTATION TO NFC. IF YOU	J
HAVE ANY QUES	STIONS RE	GARDING THIS NOTIFI (504–680–4729).	CATION, PLEASE CONTACT T	HE PAYROLL/PERSONNEL PROCESSI	NG
SECTION AT 304	-060-4FAT	(304-060-4729).			
PAYROLL/PERSO	ONNEL PRO	DCESSING SECTION			

Title I Chapter 20 Section 5

Exhibit 38

Detail In Support Of 113-A

Report Number: EMPR3101

Brief Description: Provides a detailed list of the totals appearing on the SF–113–A, Monthly Report of Federal Civilian Employment. The report identifies the social security number and surname for each employee included in the various line item totals on the SF–113–A. This report contains sensitive data; use is restricted.

Production Frequency: Monthly

Primary Sequence: Department, servicing agency, agency

Sequence Of Data: Line item, social security num-

bei

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Prepared to lowest level of SF-113-A report distribution as requested by the agency

								PAGE	4
EMPR3101 DATE PREPARED: X	X/XX/XX		DETAIL IN	SUPPORT OF	113–A			PAGE	4
REPORT PERIOD: X	X/XX/XX – XX	(/XX/XX			RTMENT OF COM				
SENSEITIVE PERSONN			AGE		OF COMMERCE F		EMARK OFC		
USE IS RESTRICT	ED			ASSIC	COMM FOR TRAD	<u>EMARKS</u>			
			SA 00	4TH LEVEL	- ORG STRUCT	URE 00 33 (00 0009		
LINE 1 TO	TALS	COLUMN B	COLUMI	N C	COLUMN D	COLUMN	E		
EMPLOYEES 1	55	0		1	155	0			
LINE 2 TOTAL	N PERMANEN	T POSITIONS							_
SOCIA	SECURITY N	Ο.	NAME		COLUN	IN CODE	PAY PLAN		
0	00-11-3333		JANE			E	GS		
00	00-45-9999 00-99-1111		JOHN			E	GS		
	00-33-1111		MARY			E	WS		
									_

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 39

Detail Quarterly Accession Report

Report Number: ADAM4204

Brief Description: Provides a list of accessions and agency transfers for full-time and part-time

employees.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Duty station, occupational

series, grade, pay plan

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

XX/XX/XX	ADAN	14204 DETAIL QU	JARTERLY ACCESSION	ON REF	PORT – XX/XX/XX	(THRU XX/XX/XX					PAGE	1
		U.	S. DEPARTMEN	TOF	AGRICULTUI	RE						
DL	JTY STAT	ON	SERIES/	PAY				TYPE	TYPE	NOA	EFF.	
ST/CITY	STATE	CITY	GRADE	PLAN	LAST NAME	FIRST NAME		APPT	EMP.	CODE	DATE	
24 0010	MD	BELTSTOWN	0322-04	GS	DOE	JANE	R	02	1	12403	XX/XX/XX	
30 0910	MT	ANY CITY	0995-04	GS	SMITH	JOHN	L	02	1	12408	XX/XX/XX	

Detail Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency

Report Number: ADAM3002

Brief Description: Provides a detailed list of selected personnel authorities and employee name

in agency and authority order.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Authority, POI, employee

name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

DAM3002	DETAIL	REPORT OF US	E OF DELEG FOR THE F				ITHORITIES, ALPH XX/XX	IABETIC BY	Y AGENCY [DATE XX	XX/XX
		ANIMAL	U S DEPA AND PLANT	RTMENT HEALTH	OF AGRI	ICULTURE	/ICE				
AUTHORITY	EMP OFFICE	EMPLOYE	EE NAME	PAY PLAN	OCC SERIES OF	GRADE	DUTY STATION ST CITY CTY LE	NATURE ACTION	EFFECTIVE DATE	TYPE EMP	TYPE APPT
SCH A 213.3102 (G)	4822	DOE	JR	ED	0434 PLA	00 NT PATH	06 1260 095 EXP	16607	XX/XX/XX	3	08
SCH A 213.3102 (G)	4822	SMITH	МА	ED	0434 PLA	00 ANT PATH	06 1260 095 EXP	16607	XX/XX/XX	3	08
EMPLOYING OFFICE TO	OTAL 2										
AUTHORITY TOTAL	2										
SCH A 213.3102 (G)	4822	JOHNSON	AL	GS	0203 PEF	04 RS CLK TY	06 3150 067 'PG	16607	XX/XX/XX	3	08
EMPLOYING OFFICE TO	OTAL 1										
AUTHORITY TOTAL	1										

Exhibit 41

Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority

Report Number: ADAM3001

Brief Description: Provides a detailed list of selected personnel authorities and employee name

in authority and agency order.

Production Frequency: Semiannual (fiscal year)

Sequence Of Data: Authority, POI, employee

name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Primary Sequence: Department Available Distribution Levels: Department

ADAM3001		DETAIL RE				ONS OF PERS		UTHORITIES, BY A	UTHORITY		DATE XX	(/XX/X)
			U.S. I	DEPAR ⁻	TMENT	OF AGRICUL	URE					
AUTHORITY	AGENCY ABBR	OFFICE	EMPLOYEE N	AME	PA PL	Y OCC AN SERIES	GRADE	DUTY STATION	NATURE OF ACTION	EFF DATE ACTION	TYPE EMP	TYP APP
						OFFICIAL	ΓITLE					
REG. 301.201	APHIS	0082	SMITHS	Т	J (GS 0704	07	30 5300 000	43505	XX/XX/XX	1	03
						ANML HLT	H TECHNO	CN				
REG. 301.201	APHIS	0082	SMITHS	Т	J (GS 0704 ANML HLT	07 H TECHNO	30 5300 000 CN	43505	XX/XX/XX	1	03
REG. 301.201	APHIS	0082	JONES	Α	В	GS 0704	09	30 6300 000	43505	XX/XX/XX	5	03
						SUPVRY A	NML HLTI	H TECHNON				
EMPLOYING OFF TOTAL	3											
AGENCY TOTAL	3											
REG. 301.201	FAS		DOE	С	L (GS 0318 SECY STE	05 NY	20 8000 000	43506	XX/XX/XX	1	03
EMPLOYING OFF TOTAL	1											
AGENCY TOTAL	1											
AUTHORITY TOTAL	4											

Title I Chapter 20 Section 5

Exhibit 42

Earnings Separated By Duty Station And Residence

Report Number: PAYE7703 **Primary Sequence:** Contact point, social security

number

Brief Description: Provides a list of employee's earnings by duty station of work performed and residence in the states of Kansas and Missouri. This report contains sensitive data; use is restricted.

Sequence Of Data: Department, contact point

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Production Frequency: Annual (fiscal year)

Available Distribution Levels: Contact point

REPORT NO. WTW00102		USDA-OF	M-NFC		PAGE:	(
DATE PREPARED XX/XX/X FIME PREPARED 06: 45 AM	Х М	W2 REPORTI EARNINGS BY DUTY S	NG SYSTEM STATION AND RESIDE	ENCE		
	**	FOR KANSAS AND M SENSITIVE PERSONNEL D				
TA CONTACT: XX-20-2899	9–17–00			SSNO: 000-22-6666	TAX YEAR:	19X
OHN E. DOE		TAXABLE TRVL	0.00			
42 ANY STREET SOMEWHERE KS	00000000	NO TAX TRVL COLA	0.00			
		ALLOWANCES	0.00			
DUTY STATION EARNING						
STATE COUNTY KS ANYWHERE	CITY ANYTOWN		AMOUNT 13,000.65			
		TOTAL 1:	3,000.65			
RESIDENCE EARNINGS: STATE COUNTY	CITY	CDOCC	AMOUNT			
KS ANYCOUNTY	CITY ANYCITY	GRU55	13,000.65			
		TOTAL 13	3,000.65			

Exhibit 43

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides underrepresentation indices and the number of employees needed to reach parity by professional, administrative, technical, clerical, and other (PATCO) category and pay level. Average grade by pay group is also provided.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN DAT	E XX/XX/XX			GEC	G COV: WC	ORLD WIDE EMPL	OYMT CO	OV: PFT & PF	PT		
S OF DATE	XX/XX/XX			DEP	T AG U.	S. DEPARTMENT OF AG	RICULTU	RE			
			TOTAL		HITE	BLACK	HISI	PANIC	ASIAN AM./ PACIFIC IS	AK	M. INDIAN/ K. NATIVE
PATCO	PAY LEVEL		NO.	MALE NO.	FEMALE NO.	MALE FEMALE NO. NO.	MALE NO.	FEMALE NO.	MALE FEMALE NO. NO.	MALE NO.	FEMA NO.
	SES/GS 16-18		347	289	34	17 2	3	0	1 0	1	
		UI/RI		137/ 0	36/ 60	213/ 0 21/ 8	40/ 5	0/ 4	12/8 0/4	147/0	0/
PROF.	GS 05	UI/RI	363	131 60/ 89	155 159/ 0	26 13 312/ 0 128/0	12 150/0	101/ 0	6 4 66/ 3 101/0	9 1K+/ 0	831/
	GS 07		1318	573	537	51 49	26	27	13 14	19	
	GS 09	UI/RI	6465	72/226 3767	151/ 0 1816	168/ 0 133/ 0 237 109	90/ 3 203	187/ 0 72	40/ 20 97/ 1 80 59	723/0 93	687/ 2
		UI/RI		96/151	104/0	160/ 0 60/72	142/0	102/ 0	50/ 82 83/ 13	722/0	453/
	GS 10	UI/RI	47	30 105/ 0	9 71/4	2 2 185/ 0 152/0	194/0	387/ 0	0 0	0/0	0/
	GS 11	Olifitii	9646	7309	1369	347 88	214	44	102 43	114	1
	00.40	UI/RI	70.40	125/ 0	53/1K+	157/ 0 33/182	101/0	42/63	42/140 41/64	593/0	170/
	GS 12	UI/RI	7343	5674 128/ 0	846 43/1K+	226 110 134/ 0 54/ 96	128 79/ 34	22 28/ 59	218 35 119/0 44/ 46	70 479/0	1 195/
	GS/GM 13	•	4484	3570	450	134 58	65	9	128 27	42	
	GS/GM 14	UI/RI	2159	131/ 0 1798	37/757 199	130/ 0 46/ 68 43 26	66/ 34 21	19/ 41 3	114/0 55/ 23 47 9	471 <i>/</i> 0 13	27/
		UI/RI		137/ 0	34/382	87/ 7 43/35	44/ 27	13/ 21	87/ 7 38/ 15	304/0	0/
	GS/GM 15	UI/RI	1092	980 148/ 0	23/226	17 0 68/ 9 0/31	29/ 17	9/ 11	15 0 55/ 13 0/ 12	186/0	0/
	TOTAL GS/GM	Ol/Iti	32917	23832	5449	1083 455	678	184	609 191	364	7
	AV GRADE	UI/RI	11.20	119/ 0 11.48	62/1K+ 10.25	143/ 0 50/467 10.87 10.58	94/ 47 10.65	51/178 9.78	74/214 53/171 11.70 10.57	555/0 10.71	223/ 9.6
PROF.	OTHER 07		2	2	0	0 0	0	0	0 0	0	
	OTHER 11	UI/RI	2	165/ 0	0/1	0/ 0 0/ 0	0/ 0	0/ 0	0/ 0 0/ 0	0/ 0	0/
		UI/RI	_	83/ 1	0/1	0/ 00/ 0	1K+/0	0/ 0	0/ 0 0/ 0	0/ 0	0/
	OTHER 12	UI/RI	17	9 87/ 2	4 87/1	1 1 256/ 0210/ 0	2 535/0	0 0/ 1	0 0 0/ 1 0/ 1	0 0/ 0	0/
	OTHER 13	Ol/Iti	40	28	4	1 0	6	0, 1	0 1	0, 0	
		UI/RI		116/ 0	37/7	109/ 00/ 2	682/0	0/ 1	0/ 1 228/0	0/ 0	0/
	OTHER 14	UI/RI	51	40 129/ 0	8 58 <i>/</i> 6	0 0 0/ 289/ 0	0/ 1	0 89/ 0	2 0 157/0 0/ 1	0 0/ 1	0/
	OTHER 15		42	40	1	1 0	0	0	0 0	0	
	OTHER 16-18	UI/RI	114	157/ 0 103	9/ 11	104/ 0 0/ 2	0/ 1	0/ 1	0/ 1 0/ 1	0/ 0	0/
		UI/RI		149/ 0	13/ 27	76/ 132/ 3	0/ 3	0/ 2	105/0 0/ 2	441/0	0/
	TOTAL OTHER	UI/RI	268	223	21	5 2	10	0 0/ 3	5 1	1	0/
	AVG GRADE	OI/HI	14.99	137/ 0 15.18	29/ 51 14.05	81/ 227/ 6 14.40 15.00	170/0 12.70	.00	75/ 2 34/ 2 15.80 13.00	189/0 16.00	.0
PATCO			33185	24055	5470	1088 457	688	184	614 192	365	7
	AVG. GRADI	UI/RI	11.23	120/ 0 11.52	61/1K+ 10.26	143/ 0 49/473 10.88 10.60	94/ 72 10.68	51/181 9.78	74/216 53/173 11.73 10.58	552/0 10.72	221/ 9.6
ADM.	GS 05		178			88 21 5 42	2		7 42	1	

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides underrepresentation indices and the number of employees needed to reach parity by PATCO category and pay level for occupational series with 50 or more employees. Average grade by pay group and occupational series is also provided.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO

category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN	DATE XX/XX/XX			GEOG COV:	WORLD WI	IDE EM	PLOYMT (COV: PFT 8	PPT				
AS OF DA	TE XX/XX/XX			DEPT AG	U.S. DEPA	RTMENT O	F AGRICU	LTURE					
			TOTAL	14/			101		0044110		N AM./		INDIAN/
			TOTAL	MALE	HITE FEMALE		ACK FEMALE		SPANIC E FEMALE	MALE	CIFIC IS FEMALE		<u>NATIVE</u> FEMAI
SERIES	S PAY LEVEL		NO.	NO.	NO.	NO.	NO.	NO		NO.	NO.	NO.	NC
0460 FORE	STRY												
PROF.	GS 05	UI/RI	71	20 46/ 23	45 236/ 0	1 61/ 1	0 0/ 2	0 0/ 2	1 1280	2 113,0	0 0/1	1K+/0	0 0/ 0
	GS 07	UI/RI	193	70 60/ 47	99 191/ 0	3 68/ 2	0 0/ 6	4 94/ 1	5 2360	2 42/ 3	4 189/0	2 521/ 0	4 1K+/0
	GS 09	UI/RI	1266	737 96/ 31	414 122/ 0	5 17/ 25	4 11/ 32	35 126/0	11 79/3	16 51/ 16	10 72/4	28 1K+/ 0	6 478/ 0
	GS 11	UI/RI	1708	1400 135/ 0	217 47/243		2 4/ 46	25 67/ 13	9 48/ 10		2 11/ 17	17 500/ 0	3 180/ 0
	GS 12	UI/RI	1076	885 136/ 0	127 44/163	6 24/ 19		26 110/ 0	3 26/9	6 22/ 21	3 26/9	18 839/ 0	0 0/ 1
	GS/GM 13	UI/RI	676	595 145/ 0	52 29/130		0 0/ 19	11 74/ 4	0 0/ 8	3 18/ 14	1 14/7	13 964/ 0	0 0/ 1
	GS/GM 14	UI/RI	264	244 153/ 0	9 13/ 62		0 0/ 8	69/ 2	0 0/ 3	0 0/ 7	0 0/3	5 949/ 0	0/ 1
	GS/GM 15	UI/RI	109	104 157/ 0	4 14/ 26		0 0/ 3	42/ <u>2</u>	0 0/ 2	0 0/ 3	0 0/2	0 0 1	0/ <u>1</u>
	GS 16-18 & SES TOTAL GS/GM/SES	UI/RI	5404	40 161/ 0 4095	9/ 10 968	0/ 1 32	0 0/ 2 8	0/ 1 106	0 0/ 1 29	0/ 1 48	0 0/1 20	0/ 0 85	0/ 0 13
	AV GRADI	UI/RI		125/ 0	67/486	26/ 93	5/144	89/ 13	49/ 31	36/ 88	34/ 40	789/ 0	245/0
0457 SOIL (CONSERVATION	=	11.02	11.38	9.74	10.56	10.25	10.79	9.45	10.17	9.45	10.80	8.8
PROF.	GS 05	UI/RI	55	23 69/ 11	19 128/ 0		0 2	1 83 <u>1</u>	0 0/ 1	2 146/ 0	0 0/1	912/ 0	1 1K+/ 0
	GS 07	UI/RI	243	121 82/ 27	88 135/ 0	15 269/0	8 118 <i>/</i> 0	4 75 2	2 75 /	0 0/ 6	0 0/3	5 1K+/0	0/ 1
	GS 09	UI/RI	1034	672 107/ 0	227 82/ 52	75 316/0	9 31/ 20	22 97/ 1	5 44/ 7	4 16/ 22	2	16 776/ 0	2 198/0
	GS 11	UI/RI	2103	1750 137/ 0	133 24/433	131 271/0	4 7/ 55	41 89/ 6	4 18/ 20	4 8/ 49	2 9/ 22	32 763/ 0	2 100/0
	GS 12	UI/RI	698	618 146/ 0	30 16/158	31 193/0	0 0/ 20	12 78/ 4	0 0/ 8	0 0/ 18	0 0/ 8	6 432/ 0	1 148/0
	GS/GM 13	UI/RI	339	296 144/ 0	11 12/ 81	23 295/0	0 0/ 10	3 40/ 5	0 0/ 4	2 24/ 7	0 0/ 4	4 592/ 0	0 0/ 1
	GS/GM 14	UI/RI	50	42 139/ 0	1 7/ 13	5 435 <u>/</u> 0	0 0/ 2	1 91/ 1	0 0/ 1	0 0/ 2	0 0/ 1	1 1K+/ 0	0/ 0
	GS/GM 15	UI/RI	22	17 128/ 0	0 0/6		0 0/_1	0 0/ 1	0 0/ 1	0 0/ 1	0 0/ 1	1 1K+/ 0	0/ 0
	GS 16-18 & SES	UI/RI	16	14 144/ 0	1 23/ 4	1 272/0	0 0/ 1	0 0/ 1	0 0/ 1	0 0/ 1	0 0/ 1	0 0/ 0	0/ 0

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 45

Employees Approaching Expiration Of Detail Assignment

Report Number: AECO37U1

Brief Description: Provides notification of employees who are approaching their not-to-exceed dates for detailed assignments. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, employee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Detail Assignment

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX AECO37U1 EMPLOYEES APPROACHING EXPIRATION OF DETAIL ASSIGNMENT – AS OF XX/XX/XX PAGE 1
** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
AG 05 05 AGRI STABILIZATION & CONSERV SER PERS. OFF. ID. 4881 WASHINGTON, DC
EMPLOYEE NAME ORG. STRUCTURE PAY OCC MASTER RCD POSITION DETAIL
SOC SEC NO 2 3 4 5 PLAN GRADE SERIES NUMBER NUMBER EXPIRATION OFFICIAL TITLE OF POSITION
STEPHEN, RYAN C. 000-22-2222 04 01 0002 00 GS 04 0318 888888 UNCL 0035 XX/XX/XX SECY TYPG
STRUCTURE LEVEL 04 01 0002 00 TOTAL 1
EMPLOYING OFFICE TOTAL 1

Title I Chapter 20 Section 5

Exhibit 46

Employees Approaching Expiration Of Grade Retention

Report Number: AECO37T9

Brief Description: Provides notification of employees approaching expiration of grade retention. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data;

use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, em-

ployee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Grade Retention

Available Media: Hard copy, electronic

transmission

						++ 051017	DE	2001115	D 4 T 4		10 050	TDIOTED ++
						** SENSII	IVE PE	RSONNE	L DAIA	- USE	IS RES	TRICTED **
AG 03 03 AGF	RICULTURAL RESE	ARCH SERVI	CE			POI 4860	BEL	TSVILLE	, MD			
FN	MPLOYEE NAME		INDIVIDUAL	* CI	JRREN	T PAID GRADE I	DATA	*	G	RADE RE	TENTIO	N DATA
SOCIAL	ORGANIZA	TIONAL	POSITION	* OCC	UPATIO	ON GRADE SAL	ARY	*	OCCL			EXPIRATION
SECURITY	STRUCTURE	CODES	NUMBER	* P/P SER	FUNC	STEP AMOUN	IT RTP	RD* P/P	SER	FUNC		DATE
OE, JANE												
00-11-2222	10 12 1255 05	01 00 00	00885104	* WG 6907	00	06/05 000011.3	9 PH	A* WG	6907	00	05	XX/XX/XX
MITH, JOHN												
00-22-3333	10 12 1255 05	01 00 00	008C2302	* WG 5703	00	06/05 000011.3	<u>9 PH</u>	A* WG	6907	00	05	XX/XX/XX
ONES, ANNIE												
00-12-3456	10 12 1260 10	05 05 00	008A5603	* WG 3603	00	10/05 000014.3	2 PH	A* WG	3603	00	08	XX/XX/XX
VILLIAMS. AND	DREW											
00-34-9876	10 12 1265 20	00 00 00	003B4489	* GS 1320	11	12/07 042989.0	0 PA	B* GS	1320	31	11	XX/XX/XX
STRUCTU	JRE LEVEL 10 12	TOTAL	4									

Exhibit 47

Employees Approaching Expiration Of Limited Appointment – Temporary

Report Number: AECO37T1

Brief Description: Provides notification of employees approaching expiration of their not-to-exceed date for temporary appointments. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, em-

ployee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Limited

Appointment - Temporary

Available Media: Hard copy, electronic

transmission

									** SENSITIV	E PERSONNEL DATA -	- USE IS RESTRICTED **
G 03 03 AGRICU	JLTURAL I	RESEA	ARCH SE	RVICE			POI	4860	BELTSVILLE, MD		
FMPI	OYEE NA	MF									
	ORG.						SERVICE	NOT TO	APPOINT		LIMITATION
SOC SEC NO			PAY PLAN G	RADE	OCC SERIES	TYPE APPT	YEAR DATE	EXCEED DATE		DAYS DOLLARS HOUR	D BALANCE S DAYS DOLLARS HOURS D
					02.11120		5,	5, 2	5022 110 1110	5/110 5022 110 110011	0 57 11 0 5 0 2 2 11 10 11 0 0 11 0 5
OE, JANE J 000-22-3345	10 12 1	275	GS	11 01	0434	00	XX/XX/XX	****			
OHNSON, JIM F		275			0-10-1	- 03	AAAAAA	XXXXXX			
000-34-7890	10 12 1	275	GS	04 01	1131	09	*XX/XX/XX	XX/XX/XX	1040	677.00	363.00
MITH, ANDREW	′ L										
000-55-9999	10 12 1	275	GS	04 01	0404	09	*XX/XX/XX	XX/XX/XX	1040	467.00	522.00
- SPLIT	T&A REPO	ORT R	EQUIRE	D WHE	N SERVIC	E YEAF	R IS IN THE	MIDDLE OF	A PAY PERIOD -	* SPECIFIC LIMITATIO	N BEING APPROACHED

Employees Approaching Expiration Of Temporary Promotion

Report Number: AECO37U2

Brief Description: Provides notification of employees approaching expiration of their not-to-exceed date for a temporary promotion. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, em-

ployee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Temporary Promotion

Available Media: Hard copy, electronic

transmission

		(/XX/XX									RY PROMOTION – AS OF XX/XX/XX ERSONNEL DATA – USE IS RESTF	PAGE RICTED *
CM 51 55	INT	ERNATIO	ONAL T	RADE	ADMINIS	TRATIC	N		PERS. OFF.	ID. 1911	WASHINGTON, DC	
	EMPL	OYEE N							INDIVIDUA			
SOC SE	C NO	ORG. 9	STRUC 4		PAY PI AN		OCC SERIES			TEMP PROM EXPIRATION	OFFICIAL TITLE OF POSITION	
JONES,												
123-22-	-3333	41 040	0001	00	GS	12	1801	W95801	12345110	XX/XX/XX	IMPORT COMPLNC SPECLST	
STRU	JCTURE	LEVEL	. 41 04	4 0001 (OO TOTA	L	1					
		EMPLO'	YING O	FFICE	TOTAL		1					

Exhibit 49

Employees Reassigned Because Of RIF

Report Number: SRPR2102 (Report 2)

Brief Description: Provides a list of employees reassigned because of a reduction in force.

Production Frequency: Monthly (SF-113 cutoff)

1 , , , , ,

Primary Sequence: Department, agency

Sequence Of Data: Occupational series and

grade, minority code

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

REPORTIN	SI G PERI	RPR21 OD:	02 REF	ORT 2			Е	MPLO'	YEES F	REASSI	GNED	BECAUS	SE OF RI	F	PAGE	11					
FROM XX/X	(X/XX -	- XX/X	X/XX		EPT GCY	16	U.S.	DEPAF	RTMEN	T OF A	GRICUI	TURE									
SERIES & GRADE	B L A	ACK F	Т	HISF M	PANIC F	т	I N I M	DIAN F	Т	A S M	IAN F	Т	W H M	ITE F	Т	UND M	ESIGN F	ATED T	ALL M	EMPLO F	ΥE
0458-05 0458-07 0458-09	0 0 1	1 1 0	1 1 1	0 0 0	0 1 0	0 1 0	0 0 0	0 0 0	0 0 0	0 0 1	1 2 0										
SER TOT	1	2	3	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	3	
TOT ALL	11	2	3	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	3	_
																					_

Employees Reduced In Grade Because Of RIF

Report Number: SRPR2102 (Report 3)

Brief Description: Provides a list of employees reduced in grade because of a reduction in force.

Production Frequency: Monthly (SF-113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series and

grade, minority code

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

FROM XX/	G PER	IOD:	102 RI		EPT	1	J.S. DEF						BECAUS	E OF N	<u> </u>	FAGI	<u> </u>				
			ДДХ																		
SERIES & GRADE	B L M	ACK F	Т	M	PANIC F	Т	M	DIAN F	Т	A S M	IAN F	Т	M H	ITE F	Т	M	ESIGN F	ATED T	ALL M	EMPLO F	YEE
0303-05	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
SER TOT	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
0458-09	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
SER TOT	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
TOT ALL	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
																					_

Exhibit 51

Employees Separated Because Of RIF

Report Number: SRPR2102 (Report 1)

Brief Description: Provides a list of employees

separated because of a reduction in force.

Production Frequency: Monthly (SF-113 cutoff)

Troudent Troquency: Montany (or Tro edition)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series and

grade, minority code

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

	OD: · XX/X	X/XX					ARTME	ENT												
B L A	ACK F	Т	HISF M	PANIC F	Т	I N I M	DIAN F	Т	AS M	IAN F	Т	W H M	ITE F	Т	UND M	ESIGN F	ATED T	ALL M	EMPLO F	YEE
0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	1 0 2	0 1 0	1 1 2	0 0 0	0 0 0	0 0 0	1 0 2	0 1 0	
0	0	0	0	0	0	0	0	0	0	0	0	3	1	4	0	0	0	3	1	
0	0	0	0	0	0	0	0	0	0	0	0	3	1	4	0	0	0	3	1	
																				_
																				_
																				_
	B L A M	B LA C K M F 0 0 0 0 0 0	M F T 0 0 0 0 0 0 0 0 0 0 0	A BLACK M F T M 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AGCY B LA C K HISPANIC M F T M F 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AGCY X BLACK HISPANIC M F T M F T 0	AGCY XX BLACK HISPANIC IN I M F T M F T M 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AGCY XX BLACK HISPANIC INDIAN M F T M F T M F 0	AGCY XX BLACK HISPANIC INDIAN M F T M F T M F T 0	AGCY XX BLACK HISPANIC INDIAN AS M F T M F T M F T M O O O O O O O O O O O O O O O O O O	AGCY XX BLACK HISPANIC INDIAN ASIAN M F T M F T M F T M F T 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AGCY XX BLACK HISPANIC INDIAN ASIAN M F T M F T M F T 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AGCY XX BLACK HISPANIC INDIAN ASIAN WH M F T M F T M F T M F T M 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AGCY XX BLACK	AGCY XX BLACK	AGCY XX BLACK HISPANIC INDIAN ASIAN WHITE UND M F T M F T M F T M F T M 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 1 0 0 0 0 0	AGCY XX BLACK HISPANIC INDIAN ASIAN WHITE UNDESIGN M F T M F T M F T M F T M F T M F T M F T M O O O O O O O O O O O O O O O O O O	AGCY XX BLACK HISPANIC INDIAN ASIAN WHITE UNDESIGNATED M F T M F T M F T M F T 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 1	AGCY XX BLACK	AGCY XX BLACK

Title I Chapter 20 Section 5

Exhibit 52

Employees With Dual Appointments

Report Number: BEAR7071

Brief Description: Provides a list of employees working under two different appointments. This

report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

							YEES WITH									
									** SEI	NSITIN	/E PERSON	NEL DATA -	- USE	IS RESTE	RICTE) **
SOC SEC NO.	LAST NAME	AG	T/E	T/A	C.E.S.	L/C	BRT FWD	ACC	USED	CRL	BAL.	BRT FWD	ACC	USED	CRL	BAL. C
000-00-0001 S		05 07	3	09 09	0	0 AL 0 AL		000		000	.00 SL	.00	000	.00	000	.00 O.
000-00-0002 J 000-00-0002 J	ONES ONES	34 43	3	04 09	0	0 AL 0 AL		000		000	.00 SL .00 SL		000	.00	000	.00 O
000-00-0003 E		03 12	1 2	01 08	0	6 AL 0 AL		084 000	82.00 .00	000	131.25 SL .00 SL		056 000	35.00 .00	000	325.50 O

Exhibit 53

Employment & Goals Report By Occupational Series

Report Number: EEOT3004 Sequence Of Data: Sex, race

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects a 3-year history and current employment by occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan,

occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

UN DATE XX/XX/X	X EEOI3	004	LIVIFLOTIV	& GOALS REPORT BY OCCUPATI - GM	ONAL SERIES WORLD V	MIDE PAGE 1
REPORT QTR EPORT AS OF DATE				0101 SOCIAL SCIE U.S. DEPARTMENT OF AGRICU ECONOMIC RESEARCH SERVI	ILTURE	
	:		:	:	A :	B C :
	:	FY 19XX : % TC	: : IT :	FY 19XX : : % TOT :	FY 1987 : : % TOT :	4TH QTR CUM : : % TOT :
	:	NO.: EM	IP :	NO.: EMP :	NO.: EMP :	NO.: EMP :
TOT EMPMT :		3		3	3	4
SEX F						
M WHITE		3 100.0	0	3 100.00	3 100.00	4 100.00
F M		3 100.0	0	3 100.00	3 100.00	4 100.00
Т		3 100.0	0	3 100.00	3 100.00	4 100.00

Employment & Goals Summary

Report Number: EEOT3004 Sequence Of Data: Sex, race

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects a 3-year history and current employment by employment group and pay plan.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency,

employment group, pay plan

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN DATE XX/XX/XX	EEOT3004	EMPLOYMEN	NT & GOALS SUM	MARY		WORLD W	IDE		PAGE	
		PFT- GM								
REPORT QTR 4TH										
REPORT AS OF DATE XX/XX/	XX	DEPT AG AGCY 18	U.S. DEPARTME ECONOMIC RE							_
										_
	:	: :	=14.5104	:		A :	В	<u>C : </u>		_
		/ 19XX : : % TOT :	FY 19XX : % 7		FY 198 : %	7 : 5 TOT :	4TH QTI	R CUM : % TOT :		
	: NO.:	EMP :	NO.: E	MP :	NO.:	EMP :	NO. :	EMP :		
TOT EMPMT :	296		300		297		326			
SEX F	: 30	10.14	37	12.33	39	13.13	45	13.80		
M	: 30 : 266	89.86	263	87.67	258	86.87	281	86.20		_
MINORITIES		0.00		0.00	-	0.00		0.45		_
F M	: 6	2.03 4.73		2.33 5.00	17	2.02 5.72	7 15	2.15 4.60		_
T	: 20	6.76	22	7.33	23	7.74	22	6.75		
BLACK										
F M	: 2 : 4	.68 1.35	2 4	.67 1.33	2 4	.67 1.35	3	.92		
T	: 6	2.03	6	2.00	6	2.02	3	.92		_
HISPANIC F										_
Р М	: 1	.34	1	.33	1	.34	1	.31		_
Т	: 1	.34	1	.33	1	.34	1	.31		_
ASIAN/PACI		1.05		1.67	4	1.05	7	0.15		
F M	: 4 : 9	1.35 3.04	5 10	1.67 3.33	4 12	1.35 4.04	11	2.15 3.37		
T	: 13	4.39	15	5.00	16	5.39	18	5.52		
WHITE	:									
F	: 24	8.11	30	10.00	33	11.11	38	11.66		
<u>М</u> Т	: 252 : 276	85.14 93.24	248 278	82.67 92.67	241 274	81.14 92.26	266 304	81.60 93.25		_
' 	. 270	90.24	270	92.07	214	92.20	304	90.20		_
										_

Exhibit 55

Employment And % Of Representation Of Most-Populous PATCO Series

Report Number: EEOT4002

Sequence Of Data: PATCO category, occupational

series

Brief Description: Reflects the employment and representation for each occupational series and

PATCO category.

Other Sources For This Report:: None

Production Frequency: Quarterly (SF-113 cutoff)

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Primary Sequence: Department, geographic

location, employment group

Available Distribution Levels: Hard copy, microfilm, microfiche, electronic transmission

		/XX/XX EEOT400 4TH)2 E	MPLC	DYMEN	<u>T and</u> Pf		F REP	RESE	NTATI	/E OF	MOS	Γ–PΟΙ	PULOL	JS PAT	co s	ERIES	STA	ATE:	WORLD	WIDE	PAGI
EPŌF	RT DATE	4TH E XX/XX/XX			DEPT:	U.	S. DE	PARTM	IENT	OF AG	RICUI	LTURE										
	PATCO/ SERIES			S F	E X	N F		RITIES		BLAC F N		Т		ANIC M	т	ASI/	AN/PACI M 7		AM. F	IND./AK M T	W H I	T E M
		ORESTRY		-					.1	.5	.6		1.6		.2	.8	1.0		1.2		10.9 84.4	
•	0400	5158		591	4567	31	215	246	6	27	33	12	84	96	10	42	52	3		65	560 4352	49
Р	O457	SOIL CONSERV 4689	/ATION	449	4240	39	9 447	486	.5 22	6.2 292	6.7 314	.2 9	1.8 83	2.0 92	.1 4	.2 11	.3 15	.1 4	1.3 61	1.4 65	8.7 80.9 4103793	4:

Title I Chapter 20 Section 5

Exhibit 56

Error Analysis By Contact Point

Report Number: TIME 3201

Brief Description: Provides a list of Time and Attendance Report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected. Timekeepers should use this report as a review with emphasis on eliminating future errors. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Contact point, POI, social se-

curity number

Other Sources For This Report:: CULPRPT,

P0053, Error Analysis by Contact Pt

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Contact point, POI

ROCESSING PAY PI	01 ERIOD: XX	AGENCY: FOOD SI	SAFETY AN	ND INSPECTION :	CONTACT POINT DATE PREPARED: XX/XX SERVICE PAGE A - USE IS RESTRICTED
CONTACT POINT	E/O	NAME-LAST	FΜ	SSNO	ERROR DESCRIPTION
7 06 0010 03 00	4848	JONES	٧J	000111113	WEEKLY HRS OVER 36-LESS THAN 44 FOR COMP SCHED 5
	4848	DOF	HI	000124567	WEEKLY HRS OVER 36-LESS THAN 44 FOR COMP SCHED 5
	4848	SMITH	PG	000348888	T/C HOURS DO NOT BALANCE-REGULAR TIME EXCEEDS MAXIMUM OF80 HOURS
ONTACT POINT TO	TAL T&A-S:	3 TOTAL ERRO	RS: 4		

Exhibit 57

Error Analysis By Personnel Office Identifier

Report Number: TIME 3202 Primary Sequence: POI

Brief Description: Provides a list of the total number of Time and Attendance Report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is

detected.

Production Frequency: Pay period

Sequence Of Data: Agency, POI

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

REPORT ID: TIM	1E 3202		ERROR ANALYSIS	BY PERSONNEL OFFICE IDENTIFIER	DATE PREPARED: XX/XX/X
PROCESSNG PA	Y PERIOD: 13				PAGE 1
	AGENCY	POI	TOTAL T&A-S	TOTAL ERRORS	
	01	5260	4	4	
	02	4822	326	393	
	03	4860	836	1141	
	05	4881	41	51	
		4882	65	80	
	07	4916	62	76	
		4917	32	36	
		4918	11	14	
		4919	30	35	
		4920	60	70	
		4921	7	7	
		4922	40	59	
		4923	32	40	
		4924	24	32	
		4925	22	22	
		4926	18	19	
		4927	52	62	
		4928	34	50	
		4929	50	64	

Title I Chapter 20 Section 5

Exhibit 58

Federal Wage System WGI Status Eight Week Notification

Report Number: AECO37U3

Brief Description: Provides a list of Federal Wage System employees whose within-grade increases (WGI) are not generated due to a performance rating of less than fully successful. The WGI is not generated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Federal Wage System WGI Status Eight Week Notification

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX AECO3	700 12	DEITAL WA	GE OTOTEM W	ai O i/ ii OO Lio	IIII WEEKING	TIFICATION - AS	01 704704700			AGE 1
THESE FWS EMPL										
TO GRANT AN E	MPLOYEE A	WITHIN-G	RADE INCREAS	E THE AGENC	Y MUST CHA	NGE THE PERFO	RMANCE APP	RAISAL		
					** SENS	SITIVE PERSONN	FL DATA _ LIS	SE IS BE	STRICTEL) **
					OLIVO	ATTIVE T ETIOOTITY	LL DAILA	JE 10 ME	011110122	
AG 03 03 AGRICULTURAL RESEA	RCH SERVI	CE		F	POI 4860	BELTSVILLE, I	MD			
EMPLOYEE NAME		OFFICIAL	L TITLE OF POS	ITION		DUTY STATION	LOCATION			
ORG.		OFFICIAL	PAY		COMMENCIN		PROJECTE	TYPE	INTERM	ITTENT
STRUCT. LEVELS	PAY		RATE INDIVID				PAY PERIOD		DA'	
SOC SEC NO -2 THRU8-	PLAN GE	RADESERIE	SETR POS. NO	REC NO.	WGI	D.S. CODES	WGI DUE	EMPL	WORKE	D FLAPS
DOE. JANE T		BUDG A	ANAL			BELTSVILLE. M	D			
000-45-6789 1019152145846589	WG 04	0 0560	0 006T3685	6N3685	XX/XX/XX	24 0100 033	XX	F/T	000	0000
SMITH, SANDRA A		PI ANT	PHYSIOL			BELTSVILLE, M	D			
000-65-4321 6066523587458548	GS 09		0 006P856	1A7856	XX/XX/XX	24 0100 033	XX	F/T	000	0000
							_			
SMITHS, WANDA O 000-33-4444 1012345678990988	GS 05	HYDRL 3 1234		1B1234	VV/VV/VV	BELTSVILLE, M 24 0100 033	XX	P/T	000	0000
000-33-4444 1012343078990988	<u> </u>	0 1204	0 00111234	101204	*********	24 0100 000	^^	F/1	000	0000

Exhibit 59

Grade Distribution Report By Occupational Series

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the current grade distribution and representation by occupational series. It also reflects the grade averages for the current fiscal year and the past 3 fiscal years by occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan, occupational series

Sequence Of Data: Grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN DATE XX	XX/XX EEOT300		DISTRIBUTION REPORT	ORT BY OCCUPATION	ONAL SERIES V	VORLD WIDE		PA	GE 1
REPORT QTF REPORT AS OF I	R 4TH DATE XX/XX/XX		0101 SOCIAL SCI U.S. DEPARTMENT (ECONOMIC RESEAR	OF AGRICULTURE					
GRADE:	: TOT: EMP:	S E X: F: M:	MINORITIES : F: M: T:	BLACK : F: M: T:	HISPANIC : F: M: T :		AM. IND./AK : F: M: T:	W H F:	ITE M:
14 %	1	1 100.0						1 100.0	100.
15 %	3	100.0						100.0	100.
ТОТ		4						4	
	4								
AVG GRAI	DE								
	14.75	14.75						14.75	14.7
FYXX									
		14.33						14.33	
	14.33								14.3
FYXX		14.00						1100	
	14.00	14.00						14.00	14.0
FYXX		13.33						13.33	
	13.33	10.00						10.00	13.0

Grade Distribution Summary

Report Number: EEOT3004

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the current grade distribution and representation by employment group and pay plan. It also reflects the grade averages for the current fiscal year and the past 3 fiscal years by employment group and pay plan.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Sequence Of Data: Grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

JN DATE	XX/XX	(/XX EEC)T3004			ADE DIST PFT- GM		ΓΙΟΝ	SUM	MAR	Y	WOF	RLD W	/IDE										PAGI	E 1
						PFI- GIVI																			
REPORT EPORT AS		4TH TE XX/XX/	XΧ	DEPT	AG	U.S. DE	PARTI	MENT	T OF	AGRI	CULT	URE													
				AGCY	18	ECONO	MIC R	RESE	ARCH	SEF	RVICE														
	:	тот:	s	E X:		MINO	RITIES	3 :	ВΙ	AC	K :	HIS	SPAN	IC :	AS	SIAN/I	PACI	:	AM.	IND.	AK:		WH	ITE	
GRADE	≣:	EMP:	F:	M:		F:	M:	T:	F:	M:	T:	F:	M:	T:	F:	M:	. 7	Γ:	F:	M:	T:		F:	M:	
14	%	100	10 10.0	90 90.0																		g	9	87 87.0	96
15	%	46	3 6.5	43 93.5																		6	3 5.5	43 93.5	100
TOT			13	133																			9	130	
AVG	GRADE	146																							1
				14.75		14.75	14.	75																14.75	
		14.75																							14.
FYXX	(14.33		14.33																		14.33	
		14.33		14.00			14.	33																14.00	14.
FYXX	(
		14.00		14.00		14.00	14.	00																14.00	
FYXX	,	14.00					17.	.00																	_14.
1 170	`			13.33								13	3.33											13.33	
		13.33												13.3	3										13.

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 61

Health Insurance

Report Number: PACS452-1

Brief Description: Provides the total amount of employee deductions and agency contributions for non-Federal health benefits in four different categories; i.e., self only – full-time, self only – part-time, family – full-time, and family – part-time. It also identifies the total number of employees enrolled

in each category.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Group number, plan

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

GROUP NO A 1226 WO			
AND NIEDWO	EMPLOYEE DEDUCTIONS	AGENCY CONTRIBUTIONS	NUMBER ENROLLED
SELF ONLY - FULL-TIME	\$2,213.28	\$7,795.77	159
SELF ONLY - PART-TIME	\$43.34	\$19.61	1
SELF ONLY - UNPAID			
FAMILY - FULL-TIME	\$6,348.27	\$22,421.16	183
FAMILY - PART-TIME	\$7.53	\$98.02	1
FAMILY - UNPAID			0
TOTALS	\$8,612.42	\$30,334.56	334
SELF ONLY - PREMIUM ADJUSTM	ENTS \$0.00	\$0.00	
FAMILY - PREMIUM ADJUSTMENT	S \$51.66	\$0.00	
PREMIUM PAYMENT	\$38,946.98		CATES NUMBER OF
		EMPL	OYEES IN UNPAID
			JS FOR WHOM
			DEDUCTIONS WERE
			<u> IELD - PREMIUM PAII</u>
		BY AG	ENCY

Individual Retirement Record - Civil Service Retirement System (CSRS)

Report Number: SF-2806

Brief Description: Provides a list of the entire service history and fiscal data on CSRS employees while payrolled by NFC. **Note:** This record is also prepared for Post 1956 Military service for CSRS Credit and for supplemental report after an employee has separated from service or retired when a salary adjustment on a previous pay period is requested. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Social security number

Sequence Of Data: Effective date of personnel ac-

tion

Other Sources For This Report:: RETM, Individ-

ual Retirement Record - CSRS

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Agency (upon re-

quest)

	E FIRST NAME MIDI		DAY YE			AGEN		ROLL OFFICE	LOCATION	'	AYROLL OFFICE NO
SMITH.	JOHN /	A XX X	x xx	000 88	2222	USI	DA	NFC	N.O. LA.		12-40-0001
1								34-482	29		
2: <u> </u>										#	
(RECORI STRIKE	DEACH NAME CHANG OUT PREVIOUS NAM	E)									
	5	SERVICE HIST	ORY						FISCAL REC	ORD	
EFFECTI DATE	/E ACTION	BASE PA	DO NOT		REMARK	(S	YEAR	CALENDAR SALARY DEDUCTIO	YEARCCUMULAT TOTAL SALAP NS DEDUCTION (7)	VE Y	REMARKS
(1)	(2)	(3)	USE	(4)			(5)	(6)	(7)	•	(8)
XX/XX/XX	CONV TO EXC	16000.00		FP-07			19XX	1100.00 900.00	1100.00	DEC	D. BEGAN
XX/XX/XX	CORRECTION	17000 00		FP-07			19XX	10NS AND SE	2000.00		XX/XX XX/XX/XX
~ ~ / ~ ~ / ~ ~ ~ ·	CONV TO FXC	17000.00		1 - 07			CERTIFI	FD CORRECT	IVICI	307	7
	APPT										
XX/XX/XX	PAY ADJ	17500.00		FP-07		_					
XX/XX/XX	FO 12345	17500.00		FP-07 FP-06		_					
XX/XX/XX	PROMOTION	19000.00				_					
XX/XX/XX	CORRECTION	19000.00		FP-06							
VV/VV/VV	PROMOTION CORRECTION	19100.00		FP-06		-		_			
<u> </u>	PROMOTION	19100.00		FP-06		_					
YY/YY/YY	BK PAY FO 12354	19100.00		FP-06							
XXIXXIXX	RETRO XX/XX/XX	13100.00		11 -00							
	CORRECTION PROMOTION	19100.00		FP-06							
	RESIGNATION	19100.00		FP-06							
XX/XX/XX	RESIGNATION	19100.00		FP-06							
XX/XX/XX	RESIGNATION	19100.00		FP-06							
	RESIGNATION	19100.00		FP-06							
XX/XX/XX	RESIGNATION	19100.00		FP-06							
						_					
		_							-		
											•
-											

Exhibit 63

Individual Retirement Record – Federal Employees Retirement System (FERS)

Report Number: SF-3100A

Brief Description: Provides a list of the entire service history and fiscal data on FERS employees while payrolled with NFC. This report contains sensitive data; use is restricted. **Note:** This record is also prepared for Post 1956 Military service for FERS credit and for supplemental report after an employee has separated from service or retired when a salary adjustment on a previous pay period is requested.

Production Frequency: Pay period

Primary Sequence: Social security number

Sequence Of Data: Effective date of personnel ac-

tion

Other Sources For This Report:: RETM, Individ-

ual Retirement Record - FERS

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Agency (upon re-

quest)

							RD 1						
Last Name	First Name Middl	e Name, Date Of B MontiDay Ye		Secur	ity Numb		ency	Dove	roll Office		Location		Payroll Office N
						Ay	ericy	rayı	oli Ollice		Location		Fayron Onice N
1. SMITH,	JOHN A	XX XX X	X 000	88	2222	US	DA		NFC		N.O. LA.	_	12-40-0001
2					· I				11-	5029			
3			ER	<u> </u>	_		=					\blacksquare	
4	EACH NAME CHANGE-			J	ŀ							\dashv	
	EACH NAME CHANGE- JT PREVIOUS NAME)) [
					!							_	
	SI	ERVICE HISTORY									FISCAL RE	CORD	
Effective Date	Action	Base Pay			Remarks		Ye	ar	Calendar	Year	Accumulative		Demode
		1				l			Calendar Salary Deduction	ons	Accumulative Total Salary Deductions		Remarks
(1)	(2)	(3)			(4)		(5	5)	(6)	_	(7)		(8)
XX/XX/XX XX/XX/XX	CAREER-COND APT FEGLI CHANGE	12000.00 12000.00	GS-03			-	19XX 19XX	-	7.09 110.00	+	7.09 110.00	DED XX/X	BEGAN
\(\)\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	PAY ADJ EO 12663	12500.00 12500.00 12500.00	GS-03 GS-03				19XX		30.00		150.00		XX/XX/XX
(X/XX/XX	EO 12663	12500.00	GS-03				DEDU	ICTIO	NS AND S	SERV.	ICE		
XX/XX/XX	CORRECTION PAY AD I	12500.00	GS-03				CERT	IFIEI) CORREC	' 			
XX/XX/XX	PAY ADJ CORRECTION	12500.00	GS-03										
VV/VV/VV	PAY ADJ	12900.00	GS-03							-			
\(\) \(\)	WITHIN GR INC REASSIGNMENT	12900.00	GS-03			_				\dashv			
XX/XX/XX	CORRECTION	12900.00	GS-03							\Box			
XX/XX/XX	REASSIGNMENT PAY ADJ	13500.00	GS-03					_		+			
	FO 12345	13500.00	GS-03										
						_		_		-			
		†				_				\dashv			
										\vdash			
		 								+			
										\neg			
								_		+			
										-			
		 								$\boldsymbol{+}$			
										_			
Dogioto: -	of Separations Number	(CE 2102)								_			
negister o	n Separations Number	(31 3103)											
U.S. Office	of Personnel Manage	ment		IND	IVIDUAL	RETIRE	MENT F	REC	ORD	310	0-202 Standa	rd Forr	n 3100A January 196 Personnel Managemer FR 841
5 CFR 841	•	NSN 7540-01-24	3-9251	(Fede	ral Emplo	vees Re	etireme	nt Sv	vstem)		U.S. Offi	ce of F	Personnel Managemei

Title I Chapter 20 Section 5

> Exhibit 64 Page 1

Interim Performance Evaluation

Report Number: Memorandum

Brief Description: Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance evaluation in compliance with the Department's performance management system. The report consists of 2 parts. **Part 1** is for Nature of Action Codes (NOAC) 702 and 721, Authority code N7M, or NOAC 702, Authority code N6M or H5M. **Part 2** is for all other NOAC's and authorities.

Production Frequency: Pay Period

Primary Sequence: N/A
Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Interim

Performance Evaluation

Available Media: Hard copy, electronic

transmission

TO A STATE OF THE PERSON AND THE PERSON AND THE PERSON DEPOST
SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT (FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M)
OR NOAC 702 AND AUTHORITY CODE N6M OR H5M)
MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)
FROM: PERSONNEL OFFICER
SUBJECT: SUMMARY PERFORMANCE RATING
THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOLIR ORGANIZATION FOR AT LEAST 120 DAYS DURING. THE CURRENT PERFORMANCE APPRAISAL CYCLE:
NAME: JAMES S. JONES
PAY PLAN, SERIES, GRADE; GS, 1340, 007 ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635
BEGINNING DATE OF RATING PERIOD: XX/XX/XX ENDING DATE OF RATING PERIOD: XX/XX/XX
ENDING DATE OF NATING PENIOD. WWW.
UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY
PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.
THE ENDING DATE SHOWN ABOVE.
PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE
A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.
4

Part 1. NOAC's 702 and 721, Authority Code N7M, or Noac 702, Authority Code N6M or H5M

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 64 Page 2

Interim Performance Evaluation (cont'd)

	SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT
	(FOR ALL OTHER NOAC'S AND AUTHORITIES)
MEMORANDUM FOR (TO BE CO	MPLETED BY PERSONNEL OFFICE)
FROM: PERSONNEL OF	FFICER
SUBJECT: SUMMARY PER	FORMANCE RATING
THE FOLLOWING EMPLOYEE WA	S ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS
DURING THE CURRENT PERFOR	MANCE APPRAISAL CYCLE:
NAME: JAMES S. JONE PAY PLAN, SERIES, GRA	
	D RAPIDS (WSO) MICHIGAN 54 20 30 9635
BEGINNING DATE OF RATING DATE OF RATING	ATING PERIOD: XX/XX/XX G PERIOD: XX/XX/XX
UNDER THE DEPARTMENT'S PER	RFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS
ENTITLED TO A SUMMARY PERF	DRMANCE RATING FOR THE WORK PERFORMED DURING THE ALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.
PLEASE COMPLETE A CD-396 **	PERFORMANCE MANAGEMENT RECORD, "FOR THIS EMPLOYEE
AND SUBMIT IT TO MY OFFICE E	Y XX/XX/XX.
IF YOU HAVE ANY QUESTIONS	ABOUT THIS REQUIREMENT, CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE).

Part 2. All other NOAC's and Authorities

Internal Movement Goal Accomplishments By PATCO

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of internal movements during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category. Wage grade employees are also included in the report.

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

DN-714-8 AARU4002 FYXX RUN DATE XX/XX/XX	INTERNAL M GEOG COV:				<u>OMPLISHMI</u> IPLOYMT C							PAG	E 45
AS OF DATE XX/XX/XX	DEPT AG	U.S. DI	EPARTN	MENT O	F AGRICUL	TURE							
	DI ANNED/		-OTAL	,	A# UTF	DI	1016	LUODA	NIO	ASIAN A		AM. IN	
PATCO CATEGORY	PLANNED/ ACTUAL		FEM		WHITE LE FEM	MALE	ACK FEM	HISPA MALE	FEM	PACIFIC MALE		AK. NA MALE	FEM
PROFESSIONAL	PLAN#												
	ACT#	2283	766	1386	694	52	39	38	12	30	14	31	7
ADMINISTRATIVE	PLAN#												
	ACT #	2242	1315	798	1078	68	150	40	42	9	19	12	26
TECHNICAL	PLAN# ACT #	3599	1759	1508	1428	70	187	130	61	15	21	117	62
CLERICAL	PLAN#												
	ACT #	4614	4357	183	3420	50	622	14	150	4	47	6	118
OTHER	PLAN# ACT #	156	78	49	59	18	15	7	1	1	0	3	3
WAGE	PLAN#												
	ACT #	273	20	193	17	42	2	12	0	1	0	5	1
TOTAL	PLAN# ACT # 1316	67	8295	4097	6696	300	1015	241	266	60	101	174	217
	PERCENT												

Exhibit 66

Internal Movement Goal Accomplishments By Series With 50 Or More

Report Number: AARU4002

Brief Description: Provides the number of internal movements during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, occupational

series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-714-9 AARU4002 FYXX RUN DATE XX/XX/XX	GEOG COV:				/MT COV:			11H 50 C	н мон	łE		PAGE	146
AS OF DATE XX/XX/XX	DEPT AG	U.S. DEP	ARTM	IENT OF A	GRICULTU	IRE							
SERIES NAME	PLANNED/	TO	ΓΔΙ	\//L	IITE	BI AC	ĸ	HISPA	ANIC	ASIAN	AM./ C IS	AM. IN	
PATCO SERIES CODE	ACTUAL				E FEM				FEM		FEM	MALE	
PROF. 0460	PLAN#												
FORESTRY	ACT #	358	165	165	157	3	2	11	2	4	4	10	0
PROF. 0457	PLAN#												
SOIL CONSERVATION	ACT #	158	50	93	47	8	1	3	1	1	0	3	1
PROF. 0475	PLAN#												
AGRL MGMT	ACT #	144	62	73	54	7	6	0	1	0	1	2	0
PROF. 0701	PLAN#												
VETERINARY MEDICAL SCIE	NCE ACT#	14	7	6	7	0	0	1	0	0	0	0	0
PROF. 0810	PLAN#												
CIVIL ENGINEERING	ACT #	79	23	46	23	3	0	2	0	4	0	1	0
PROF. 0470	PLAN#												
SOIL SCIENCE	ACT #	38	15	21	13	1	1	1	1	0	0	0	0
PROF. 0401	PLAN#												
GEN BIOLCL SCI	ACT #	247	65	160	59	9	4	6	0	1	1	6	1
PROF. 0436	PLAN#												
PLT PROTECTION & QUAR	ACT#	25	12	8	9	1	1	2	1	2	1	0	0
PROF. 0486	PLAN#												
WILDLIFE BIOLOGY	ACT #	131	65	53	60	3	2	7	0	0	2	3	1
PROF. 0110	PLAN#												
ECONOMIST	ACT #	28	11	12	7	3	3	1	0	0	1	1	0
PROF. 1320	PLAN#												
CHEMISTRY	ACT #	19	6	13	6	0	0	0	0	0	0	0	0
PROF. 0510 ACCOUNTING	PLAN#												
7,00001111110	ACT #	44	24	14	16	1	7	4	1	0	0	1	0

Involuntary Separations By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of involuntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level,

grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DE CONTROL OF AGRICU LA C K FEMALE NO. % 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	MANO. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	.0 .0 .0 .0 .0 .0 .0 .0	000 000 000 000 000 000 000	%)	PAC MALE NO. % 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0	.0 .0 .0	Al-	.0 .0 .0 .0		
FEMALE NO. % 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	NO. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	.0 .0 .0 .0 .0 .0 .0 .0	0 .C	%)	PAC MALE NO. % 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0 0 0 0	.0 .0 .0 .0	0 0 0 0 0 0	.0 .0 .0 .0	VE FEM NO 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	.c .c .c
FEMALE NO. % 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	NO. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	.0 .0 .0 .0 .0 .0 .0 .0	0 .C	%)	MALE NO. % 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0 0	.0 .0 .0 .0	0 0 0 0 0	.0 .0 .0 .0	FEM NO 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	.0 .0 .0
0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0 0 0 0	.0 .0 .0 .0 .0 .0	2. 0 2. 0 2. 0 2. 0 2. 0 2. 0 2. 0)	0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0 0	.0 .0 .0 .0 .0	0 0 0 0 0	.0 .0 .0 .0 .0	0 0 0 0 0	.0 .0 .0 .0
0 .0 .0 .0 .0 .0 .0 .0 .0 .0 .0 .0 .0 .0	0 0 0 0 0 0	.0 .0 .0 .0 .0 .0	2. 0 2. 0 2. 0 2. 0 2. 0 2. 0)	0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0	.0 .0 .0 .0	0 0 0 0	.0 .0 .0 .0	0 0 0 0).).
0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0	.0 .0 .0 .0	0. 0 0. 0 0. 0 0. 0)	0 .0 0 .0 0 .0 0 .0	0 0 0 0	.0 .0 .0	0 0	.0	0	.0
0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 0 0 0 0 0 0 0 0	.0 .0 .0 .0 .0	0.00)	0 .0 0 .0 0 .0	0 0 0	.0 .0 .0	0	.0	0	
0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0 0 0	.0 .0 .0 .0	0. 0 0. 0 0. 0)	0 .0 0 .0	0 0	.0 .0	0	.0		٠. ر
0 .0 0 .0 0 .0 0 .0 0 .0	0 0 0 0	.0	0 .0)	0 .0			0	_		.0
0 .0 0 .0 0 .0 0 .0	0 0 0	.0	0 .0			0	.0		.0	0	.0
0 .0 0 .0 0 .0	0 0 0	.0)				0	.0	0	.0
0 .0 0 .0 0 .0	0 0 0	.0			00	0	.0	0	.0	0	
0 .0	0		0 .0		0 .0	0	.0	0	.0	0	.0
		.0	0 .0		0.0		.0	0	.0	0	.C
1 100	0	.0	00)	0 .0	0	.0	0	.0	0	.0
0 .0	0	.0	0 .0		0.0		.0	0	.0	0	.0
3 60.0	0	.0	0 .0		0 .0		.0	0	.0	0	.0
1 33.3 5 45.5	0	.0	0 .0		0.0		.0	0	.0	0). O.
0 .0	0	.0	0 .0	1	0 .0	0	.0	0	.0	0	.0
0 .0	0	.0	0 .0		0 .0		.0	0	.0	0	.0
0 .0	0	.0	0 .0		0 .0		.0	0	.0	0	.0
							-			_	0
0 .0	0	.0					.0	0	.0	0).).
0 .0	0	.0	0 .0)	0 .0	0	.0	0	.0	0	.0
0 .0 30.8 0 .0 0 .0	30.8 5 38.5 0 .0 0 .0 0 .0 0 .0	30.8 5.38.5 0 0 .0 0 .0 0 0 .0 0 .0 0	30.8 538.5 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	30.8 5 38.5 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	.30.8 5.38.5 0 0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0	.30.8 538.5 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0	30.8 538.5 0 .0 0 .0 0 .0 0 0 .0 0 .0 0 .0 0 .0	30.8 5.38.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	30.8 538.5 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0 .0 0	30.8 538.5 0 .0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	30.8 538.5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	0 .0	0 .0 0	0.0 0.0	0.0 0.0 0.0	0.0 0.0 0.0	0.0 0.0 0.0 0.0	0 .0 0 .0 0 .0 0 .0	0. 0 0. 0 0. 0 0. 0	0.0 0.0 0.0 0.0 0.0 0	0. 0 0. 0 0. 0 0. 0 0. 0 0. 0	0 .0 0 .0 0 .0 0 .0 0 0 .0 0

Exhibit 68

Involuntary Separations By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of involuntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

	-11 AARU4002 N DATE XX/XX/XX	FYXX		OLUNTARY SE		NS BY PATCO EMPLOYMT					Р	AGE 70
non	DAIL XXXXXX		GL	Ja cov. Work	LD WIDE	LIVIFLOTIVIT	COV. FI	ιαττι				
AS OF D	ATE XX/XX/XX		DE	PT AG U.S.	DEPARTM	IENT OF AGRI	CULTURE					
PAT		TOTAL	V	VHITE		BLACK	Ш	SPANIC		ASIAN AM./ PACIFIC IS		INDIAN/ NATIVE
CO	PAY LEVEL		MALE	FEMALE	MALE	E FEMALE	MALE	FEMALE	MAL	E FEMALE	MALE	FEMALE
SER	IES	NO.	NO. %	NO. %	NO. %	NO. %	NO. %	NO. %	NO.	% NO. %	NO. 9	6 NO.%
	ATENT EXAMINING											
Р	GS 09 TOTAL GS/GM/SES	1 1	0 .0 0 .0	0 .0 0 .0	1 100 1 100	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0
5	SERIES TOTAL	1	0.0	0 .0	1 100	00	0.0	00	0 .0	0.0	0.0	00
1310 F	PHYSICS											
Р	OTHER 16-18	1	1100	00	0 .0	0 .0	0.0	0 .0	0. 0		0.0	00
	TOTAL OTHER SERIES TOTAL	1 1	1100 1100	0.0	0.0	0.0	0.0	0.0	0 .0		0.0	0.0
			1100	0 .0	0 .0	0 .0	0 .0	J .0	· · · ·	. 0.0	0.0	0 .0
	ELCTRON ENGINEER	ING										
Р	GS/GM 13 TOTAL GS/GM/SES	1	1100 1100	0 .0 0 .0	0.0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0. 0		0.0	0 .0
Р	OTHER 11	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0	0 .0
	TOTAL OTHER SERIES TOTAL	1 2	0 .0	1 100	0.0	0 .0	0.0	0 .0	0 .0		0.0	0 .0
0801 (GENERAL ENGINEER	ING										
Р	OTHER 15 TOTAL OTHER	1 1	1100 1100	0.0 0.0	0. 0 0. 0	0 .0 0 .0	0.0 0.0	0 .0 0 .0	0 .0 0 .0		0 .0 0 .0	0.0 0.0
	SERIES TOTAL	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0		0 .0	0 .0
0856 E	LCTRON TECHNON											
Т	GS 04	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0.0	0 .0	0 .0
	GS 11	1	1100	00	00	0.0	0.0	00	00	00	00	0.0
	TOTAL GS/GM/SES SERIES TOTAL	2	1 50.0 1 50.0	0 .0 0 .0	1 50.0 1 50.0	0 .0 0 .0	0.0 0.0	0 .0 0 .0	0 .0 0 .0		0 .0 0 .0	0.0 0.0
			1 30.0	<u> </u>	1 30.0	J .U	0.0	<u> </u>	<u> </u>	U .U	0.0	<u> </u>
1863 F	FOOD INSPECTION GS 08	1	0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0.0	0.0	0 .0
'	TOTAL GS/GM/SES		0 .0	0 .0	1 100	0 .0	0 .0	0 .0	0 .0		0 .0	0 .0
	SERIES TOTAL	1	0.0	00	1 100	0.0	0.0	0.0	0 .0	0.0	0.0	0.0

Title I Chapter 20 Section 5

Exhibit 69

Leave Error Report

Report Number: TIME4004

Brief Description: Provides a list of leave discrepancies between the Payroll/Personnel data base and the Time and Attendance Report (T&A). It identifies year-to-date totals from the Payroll/Personnel data base and the leave balances from the latest T&A processed. It should be reviewed and the leave records audited to determine the correct leave balances. This report contains sensitive data; use is restricted.

Production Frequency: Odd-numbered pay

periods

Primary Sequence: POI, contact point

Sequence Of Data: Social security number

Other Sources For This Report:: CULPRPT,

P0152, Leave Error Report

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Contact point

REPORT ID: T	IME4004					REPORT		REPARED: XX/XX	/XX	PAGE			
			SENSITI	VE PERSO	NNEL DA	TA – USE IS F	RESTRICTED						
CONTACT POI	NT: 07 29 7780 02 0	00	EMP	LOYING O	FFICE: 07	01							
		*						*					
		*		DA	TA BASE			*	TIME AND ATTENDA				
	TYPE TYPE	* PRIOR	YTD	YTD	YTD	ENDING	P/T CARRYOVER	* ACCRU	ED USED	END			
SSNO	PP LEAVE EMPL	*CARRYOVER	EARNED	USED	CR	BALANCE			THIS PP	BALANCE			
NAME: SMITH	ANNIE		SCD D	ATE: XX/XX	(/XX	A/L CA	ATEGORY: 6						
000-11-6789	26 ANN 1	135.00	160.00	153.00		142.00		6.00	1.00	143.00			
	SICK	137.00	104.00	47.00		194.00		4.00		191.00			
NAME: WILLIA	MS DON		SCD D	ATE: XX/XX	(/XX	A/L CA	ATEGORY: 8						
	26 SICK 1	2756 00	104.00					4.00		3114 00			
TOTAL EMPLO	OYFFS: 2	TOTAL ERF	ORS:	3									
CHANGES AN	NOTATED ABOVE A	RE CERTIFIED	TO BE TRUE	AND COR	RECT AS	OF PAY PERIO	OD						
		CERTIFIED E	BY:				DATE						

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 70

Life Insurance

Report Number: PACS458-3

Brief Description: Provides a summary of the information contained in Reports PACS458–1 and PACS458–2. The information consists of the number of employees who are enrolled in the non-Federal life insurance plan and the total number of employees enrolled in each option by organizational structure. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

PACS458-3		ΡΔΥ	LIFE	<u>EDIT ADMINIST</u> INSURANCE - XX/XX/XX TO		×		PAGE 01
				EL DATA – USI				
ORGANIZATION	l: 40 40					AGENCY		
SSNO	EMPLOYEE NAME	BASIC	OPTION1	OPTION2	OPTIO	CONTRIBUTIONS DN3	COVERAGE AMOUNT	PREMI
111-22-3333 222-33-4444	JONES, J M DOE, J R	10.78 15.14	3.24 1.62	.00 .00	.00	7.51 10.54	114,000 160,000	21.53 27.30
444–55–6666 555–66–7777	JOHNS, Z A WILLIAMS, P M	17.50 11.24	26.50 .00	9.81 .00	1.11	12.19	185,000 70,000	67.11 11.24
TOTALS:		54.66		9.81		30.24		127.18
NUMBER OF E	MPLOYEES: 4		31.36		1.11		529,000	

Title I Chapter 20 Section 5

Exhibit 71

List Of Covered Employees

Report Number: PACS452-2

Brief Description: Provides a list of all active employees who are enrolled in non-Federal health insurance. It also identifies the employee deduction amount, employer contribution amount, and the type of coverage. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

PACS452-2		FARM CREDIT ADMINIS					PAGE 10
		LIST OF COVERED EM					
		FOR PAY PERIOD X	X 19XX				
	SI	ENSITIVE PERSONNEL DATA -	USE IS RESTRICTED				
		EMPLOYEE	EMPLOYER	SELF			ADJ
SSN	EMPLOYEE NAME	DEDUCTION AMT	CONTRIBUTION AMT	ONLY	FAMILY	PREMIUM	IND
111-11-1111	ALSO, J M	\$34.69	\$141.65		Х	\$176.34	
222-22-2222	BENOJ, M J	\$34.69	\$141.65		Х	\$176.34	
333-33-3333	DOE, A B	\$13.92	\$55.13	X		\$69.05	
444-44-4444	FORE, I M	\$13.92	\$55.13	Х	V	\$69.05	
555-55-555 666-66-6666	YO. Y O SIXTER, S C	\$34.69 \$13.92	\$141.65 \$55.13	X	X	\$176.34 \$69.05	
SELF ONLY		\$2,324.64	\$9,206.71	167		\$11,531.35	
FAMILY		\$6,759.63	\$27,097.05		192	\$33,857.28	
		***************************************	400.004.00	252		445.000.00	
TOTALS		\$9,084.27	\$36,304.36	359		\$45,388.63	

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 72

List Of Employees Covered Under Option X

Report Number: PACS458-2 Primary Sequence: Agency

Brief Description: Provides information for each non-Federal life insurance option. An individual report is produced for each of the three options. **Note:** For Option 3, the Insurance Volume Column is blank.

Sequence Of Data: Policy number, age groups

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Production Frequency: Pay period

PACS458-2					PAGE 1
PAY PERIOD 03 -	XX/XX/XX TO XX/XX/XX				
POLICY NUMBER	GLUG-IN44				
NAME OF POLICY	HOLDER: FARM CREDIT AL	OMINISTRATION			
OPTION x	NO. ENROLLED	INSURANCE VOL.	RATE	PREMIUM	
AGE GROUPS					
UNDER 35	38	3,073,000	.80/25000	98.34	
35 – 39	21	2,622,000	1.05/25000	110.12	
40 - 44	29	3,838,000	1.62/25000	248.70	
45 – 49	17	2,430,000	2.65/25000	257.58	
50 – 54	14	2,184,000	4.50/25000	393.12	
55 – 59	6	756,000	6.92/25000	209.26	
60 & OVER	2	318,000	10.95/25000	139.28	
TOTALS	127	15,221,000		1,456.40	
				,	

Listing of Employees On LWOP Pending OWCP For 3 Or More Months

Report Number: BEAR8502

Brief Description: Provides a list of employees on leave without pay (LWOP) for at least 3 months due to a job-related injury whose Federal Employees Health Benefits (FEHB) carrier is not being paid through the automated system. The report advises the agency to contact the Office of Workers' Compensation Program (OWCP) or the employee to determine if the FEHB premiums are being paid by OWCP. If the FEHB premiums are being paid by OWCP, the agency should process Form SF-2810, Notice of Change in Health Benefits Enrollment. through the automated system to remove the employee's FEHB enrollment code from the Payroll/Personnel System database. The health benefits carrier will automatically be notified when the SF-2810 is processed. Also, the agency should notify OWCP of this change by mailing them all OPF (official personnel folder) copies of FEHB documents, including Form SF–2809, Health Benefits Registration Form, and the SF–2810. The report is sorted by the social security number. The report contains sensitive personnel data, use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: RFQS, Listing of Employees on LWOP Pending OWCP for 3 or more Months

Available Media: Hard copy, electronic

transmission

őőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőő	EMPLOYEESŐON LWOP PENDING OWCP FOR 3 OR MORE MONTHSőőőőőőőőőőőőőőőőőőőőőőőPAGEőőőőőőő őőőőőőőőőőőSENSITIVE PERSONNEL DATA - USE IS RESTRICTED
őőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőőő	PERS. OFFICE ID: XXXX
CENTER. PLEASE CONTACT OWCP OWCP, PROCESS A TRANSFER OUT PAYROLL/PERSONNEL DATABASE. T	EBEEN ON LWOP FOR AT LEAST 3 MONTHS. THEIR FEHB CARRIER IS NOT BEING PAID BY THE NATIONAL FINANCE OR THE EMPLOYEES TO DETERMINE IF THE FEHB PREMIUMS ARE BEING PAID BY OWCP. IF THE PREMIUMS ARE BEING PAID BY (SF-2810) DOCUMENT THROUGH THE AUTOMATED SYSTEM TO REMOVE THE EMPLOYEEAS FEHB ENROLLMENT CODE FROM THE HEHEALTH BENEFITS CARRIER WILL AUTOMATICALLY BE NOTIFIED WHEN THE SF-2810 IS PROCESSED. PLEASE MAIL ALL OPF)PIES OF FEHB DOCUMENTS (SF-2809AS AND SF-2810AS) TO OWCP
SOCIAL NAME	INJ. LEAVE DATE NOA AUTH NTE. DATE FEHB
000 11 2-34 DOE JANE H	XX/XX/XX XXX XXX XX/XX/XX XXX
000 33 9999 JOHNSON MARY	XX/XX/XX XXX XXX/XX/XX XXX
000 41 8888 SMITH JACK H	XX/XX/XX XXX XXX/XX/XX XXX
000 53 9999 WILLIAMS JOHN őőő	XX/XX/XX XXX XXX XX/XX/XX XXX
İ	

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 74

Listing Of Employees With Change In Union Dues

Report Number: BEAR9203

Brief Description: Provides a list of employees whose current union dues deduction has changed in accordance with the Table Management System (TMGT) Table 010, Union and Association Code Address. NFC will generate a pay adjustment for each employee listed on the report. The report is available to all personnel offices each pay period. The reports are sorted by agency, personnel office identifier, and social security number and retained in RFQS for 26 pay periods. The report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: RFQS, Listing

of Employees With Change in Union Dues

Available Media: Hard copy, electronic

transmission

REPOR	T PAYE3	313			SENSITIVE PERSONNE ISTING OF EMPLOYEE V										
AGCY	POI	SOCIAL	LAST NAME	INIT	ORG STRUCTURE C	INION NO 1 CODE LOCAL	AMT OLD	AMT NEW	% OLD	% NEW	UNION NO 2 CODE LOCAL	AMT OLD	AMT NEW	% OLD	Ň
AG	XXXX	XXX-XX-XXXX	SMITH	J	AG10010000000000000	530000	5.50	7.50			000000	.00	.00		
AG	XXXX	XXX-XX-XXXX	WILLIAM	J	AG10010000000000000	530000	5.50	7.50			000000	.00	.00		
AG	XXXX	XXX-XX-XXXX	JONES	J	AG10010000000000000	O50906	.50	1.50			000000	.00	.00		_
															-
															-
															-
															•

Title I Chapter 20 Section 5

Exhibit 75

Listing Of Salary Data For Sched No XXXXXX

Report Number: PAYE3313 Sequence Of Data: Social security number

Brief Description: Provides a list of salary data for employees detailed in Panama. This report contains

sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

•

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

DATE PRE	DARED: X	YXXXX				** SEN	SITIVE PERS	SONNEL	DATA - US	E IS REST	RICTED **	
SSNO		AMOUNT EM	PLOYEE			COMP-D	O TYPE-PAY	AGY	EMP-OF	ACCT-S	TAT OK-SEQ	
RTE NO		A	CCOUNT NO			ADDRESS	3			CITY STA	TE ZIP	
00-33-7777 22000031	0000		ROD L JOHNSO -4-558460	N		3	4	70	1536	0010	000022	0BB093
00-55-4444 22000031	0000		SE M SMITH -4-558460			3	4	71	1536	0010	000023	0BB093
TOTAL AMO	DUNT	1,545.56	TOTAL RECO	RDS	2							

Exhibit 76

Monthly Report Of Federal Civilian Employment

Report Number: EMPR127-1 (SF-113-A)

Brief Description: Provides the total paid employment by category and geographic area in Section I. Section II provides wages and lump sum payment data. Information on turnovers (accessions and separations) appears in Section III. Section IV provides data on paid employees subject to employment ceilings. This report is required by the Office of Personnel Management (OPM). It is the agency's responsibility to forward a copy of this report to OPM.

Production Frequency: Monthly

Primary Sequence: Department, servicing

agency, agency

Sequence Of Data: Line item

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department,

agency, POI, organizational structure

ATE PREPARED: XX/XX/XX	DEPARTMENT:	DEPARTMENT: O	F AGRICULTURE			
	AGENCY:		RESEARCH SERVI	CE		
	EMPLOYMENT CO	OVERAGE: AGENC	/ REPORT	[OCAG SA 07 AG	07
MPLOYMENT AS OF NOVEMBER	19XX PAYROLL FF	ROM XX/XX/XX TO X	X/XX/XX	Т	URNOVER FROM X	X/XX/XX TO XX/XX/X
EMPLOYMENT, PAYROLL,		· TOTAL	U.S.	FOREIGN	WASH., D.C.	OUTSIDE WASH.,
TURNOVER, AND CEILING DATA	A	ALL AREAS (A)	TERRITORIES (B)	COUNTRIES (C)	METRO. AREA (D)	METRO. AREA (E)
SECTION 1 - CURRENT STATUS	3					
TOTAL EMPLOYMENT TOTAL IN PERMANENT POSIT	TIONS	8,500 7,000	49 40	49 20	2,200 1,500	4,400 5,000
FULL-TIME FULL-TIME IN PERMANENT F	POSITIONS	7,000 7,000	40 40	30 25	1,500 1,500	6,000 5,000
FULL-TIME WITH PERMANEN PART-TIME		7,000 7,000 500	40 1	20 5	1,500 200	5,500 300
PART-TIME WITH PERMANEN	NT APPOINTMENTS	300 320 220	1	1	120 120	200 100
COMPETITIVE SERVICE WITH PERMANENT APPOIN	NTMENTS	7,000 7,000	40 40	25 20	1,500 1,500	5,000 5,500
EXCEPTED SERVICE AND SE WITH PERMANENT APPOIN	S	500 300	1 1	5 1	200 120	300 200
WAGE SYSTEMS U.S. CITIZENS	·····L······	7,000 7,000	40 40	25 20	1,500 1,500	5,000 5,500
5 NONCITIZENS 6 TOTAL INTERMITTENTS NOT	WORKING	.,			.,	-,
SECTION II - PAYROLL						
WAGES AND SALARIES EARNE LUMP SUM PAYMENTS	D – TOTAL	\$18,000 \$50	85 2	75	4,500 9	15,500 40
SECTION III - TURNOVER						
O TOTAL ACCESSIONS O TRANSFERS		90 1			24	70 1
TOTAL NE HIRES ACCESSIONS TO THE COMP	ETITIVE SERVICE	80 50			22 14	60 40
NEW HIRES TO THE COMF U.S. CITIZENS		80 50			15 22	50 40
5 TOTAL SEPARATIONS 5 TRANSFERS		80 50			14 3	50 8
7 QUITS		80 50			3	11
B U.S. CITIZENS	EILING DATA	50			14	40
SECTION IV - EMPLOYMENT CI		8,000	49	45	2,100	6,000
FULL-TIME WITH PERM. APP TOTAL PAYROLL TO CEILING E		7,000 \$15,000	47 90	<u>25</u> 75	1,700 4,000	5,500 13,000

Monthly Report Of Full-Time Equivalent/Work-Year Civilian Employment

Report Number: EMPR123-1 (SF-113-G)

Brief Description: Provides the number of employees subject to the ceiling worked during the reporting period. It also provides the regular hours worked including overtime and the cumulative work years by type of employment. This report is required by the Office of Personnel Management.

Production Frequency: Monthly

Primary Sequence: Department, servicing

agency, agency

Sequence Of Data: Line item

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department,

agency, organizational structure

TAC	E PRE	EPARED XX/XX/XX	DEPARTMENT OR AGENCY:	DEPARTMENT OF AGR	CULTURE		
			REPORT PERIOD:	XX/XX/XX - XX/XX/XX			
			AGENCY IN AGRICULTURE: EMPLOYMENT COVERAGE:	NATIONAL AGRICULTUF AGENCY LEVEL		40	
				AGENCY LEVEL	SA 03	12	. <u></u>
						WORK - YEARS	
						CUMULATIVE	
MF	LOYN	MENT/HOURS CATEGORY	EMPLOYMENT	EQUIVALENT FOR	CURRENT PERIOD	TO END OF CURRENT PERIOD	
			AND HOURS	CURRENT PERIOD	(2 PAY PERIODS)	(04 PAY PERIOD)	CEILING
_	-		''		=	<u> Σ'</u>	- '2' -
A.	TOT B.	AL PAID CEILING EMPLOYEES STRAIGHT TIME	360 24.800	150 150	12.00 11.00	21.07 23.00	
	C.	OVERTIME	240	2	.12	.19	
A.	FUL B.	L-TIME-PERMANENT APPT. STRAIGHT TIME	150 24.800	150 150	11.00 11.00	26.00 23.00	
	C.	OVERTIME	240	2	.12	.19	
A.	OTH	IER EMPLOYMENT	9	5	.40	1.00	
	B. C.	STRAIGHT TIME OVERTIME	1,000	5	.49	1.00	
	4A.	PART-TIME - PERMANENT APPT.	7	4	.30	.70	
		B. STRAIGHT TIME C. OVERTIME	709	4	.39	.70	
	5A.	PART-TIME - TEMPORARY &	1		.03	.09	
		B. STRAIGHT TIME	70		.03	.09	
	6A.	C. OVERTIME FULL-TIME - TEMPORARY &			00	.23	
	OA.	INDEFINITE APPT. B. STRAIGHT TIME	1 160	1	.03	.23	
		C. OVERTIME					
	7A.	INTERMITTENT B. STRAIGHT TIME					
		C. OVERTIME					

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 78

Monthly Report Of Senior Community Service Program Enrollees

Report Number: BEAR7074

Brief Description: Provides information on senior citizens employed under special authorization with the Forest Service. The report contains data for the particular appointment regarding dollars, hours, or days. This report contains sensitive data; use is

restricted.

Production Frequency: Monthly

Primary Sequence: Agency

Sequence Of Data: State code, city code, county

code, social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Agency

	ID :BE		(REG	-FOR-ST	A) MONTI	NATIO HLY REPORT OF S	NAL FINANCE ENIOR COMM	UNITY SE			PAGE 2 AS OF XX/XX/XX SE IS RESTRICTED **
TATE	R/S/A	FOR	STAT	CITY	CTY	SOC SEC NO.	LAST NAME		SALARY HOUR		APPT BAL.
06 06	51 51	07 07	0000 0000	0010 0010	001 001	000-22-9999 000-22-0099			4.25 4.25	48.00 80.00	000122.00 0 000122.00 0
06	51	07	0000	0010	001	000-22-1111	DOE		4.25	88.00	000133.00 0

Non Competitive Promotions By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of non-competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level,

grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-7	714-12 AARU4002	FYXX	NON COM	MPETITIVE PE	ROMOTIONS	BY PATCO &	PAY LEVEL			P/	AGE 81
RU	N DATE XX/XX/XX		GEOG CC	V: WORLD W	/IDE EMF	PLOYMT COV:	PFT & PPT				
S OF [DATE XX/XX/XX		DEPT A	G U.S. DE	PARTMENT	OF AGRICULT	ΓURE				
									ASIAN AM./	AM. IN	DIAN/
		TOTAL		HITE	BLA			PANIC	PACIFIC IS	AK. NA	
PAT CO	PAY LEVEL	NO.	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE FEMALE NO.% NO.%	MALE NO. %	FEMALE NO.
	PAY LEVEL	NO.	NO.%	NO. %	NO. %	NO. %	NO. %	NO. %	NO.% NO.%	NO. %	NO.
Р	GS 07	31	26 83.9	9.7 3	1.3.2	00	00	00	1 3.2 0 .0	00	0
	GS 09 GS 11	116 127	68 58.6 62 56.8	19 16.4 33 26.0	4 3.4 8 6.3	4 3.4 8 6.3	1 .9 3 2.4	2 1.7 0 .0	13 11.2 54.3 12 9.4 1 .8	0 .0 0 .0	0 . 0 .
	GS 12 GS/GM 13	192 68	109 56.8 37 54.4	48 25.0 17 25.0	6 3.1 4 5.9	11 5.7 4 5.9	2 1.0 0 .0	0 .0 1 1.5	10 5.2 63.1 2 2.9 34.4	0 .0 0 .0	0 .0
	GS/GM 14	27	20 74.1	5 18.5	0 .0	0.0	0 .0	0 .0	1 3.7 0 .0	1 3.7	0 .0
	GS/GM 15	11	8 72.7	3 27.3	0.0	00	00	00	0.0 0.0	0.0	0 .0
	TOTAL GS/GM	572	330 57.7	128 22.4	23 4.0	27 4.7	6 1.0	3 .5	39 6.8 152.6	1 .2	0 .
Р	OTHER 08 OTHER 09	2 2	1 50.0 . 0	.0 .0	0.0 0.0	1 50.0 0 .0	0 .0 1 50.0	0 .0 0 .0	0 .0 0 .0 0 .0 1 50.0	0 .0 0 .0	0 . 0 .
	OTHER 10	7	3 42.9	2 28.6	0.0	0.0	0 .0	0 .0	1 14.3 1 14.3	0 .0	0 .
	OTHER 11 OTHER 12	13 16	3 23.1 8 50.0	5 38.5 7 43.8	0.0	1 7.7 0 .0	0 .0 1 6.3	0 .0	3 23.1 0 .0 0 .0 0 .0	1 7.7 0 .0	0 .
	OTHER 13	6	4 66.7	2 33.3	0.0	0 .0	0.0	0 .0	0.0 0.0	0 .0	0 .
	OTHER 14	5 7	2 40.0	2 40.0 1 14.3	0 .0 0 .0	1 20.0	0 .0 0 .0	0 .0	0 .0 0 .0 1 14.3 0 .0	0.0	0 .
	OTHER 15 OTHER 16-18	1	5 71.4 .0	100 1	0.0	0 .0	0.0	0 .0	1 14.3 0 .0 0 .0 0 .0	0 .0	0 .
	TOTAL OTHER	59	26 44.1	20 33.9	0.0	3 5.1	2 3.4	00	5 8.5 23.4	1 1.7	0 .
	PATCO TOTAL	631	356 56.4	148 23.5	23 3.6	30 4.8	8 1.3	3 .5	44 7.0 172.7	2 .3	0.
Α	GS 07	7	.0	4 57.1	0.0	1 14.3	1 14.3	0 .0	1 14.3 0 .0	0 .0	0.
	GS 09 GS 11	<u>29</u> 59	5 17.2 15 25.4	13 44.8 27 45.8	26.9 23.4	7 24.1 11 18.6	0.0	1 3.4 0 .0	0 .0 13.4 1 1.7 35.1	0 .0	0.
	GS 12	66	23 34.8	28 42.4	11.5	7 10.6	2 3.0	1 1.5	0 .0 23.0	0 .0	2 3.
	GS/GM 13	19	13 68.4	4 21.1	15.3	0 .0	0.0	00	1 5.3 0 .0	00	0 .
	GS/GM 14	14	6 42.9	4 28.6	3 21.4	1 7.1	00	00	0.0 0.0	00	0
	GS/GM 15 TOTAL GS/GM	1 195	. 0 62 31.8	1 100 81 41.5	0 .0 94.6	0 .0 27 13.8	0 .0 3 1.5	0 .0 2 1.0	0 .0 0 .0 3 1.5 63.1	0 .0 0 .0	0 . 2 1.
Α	OTHER 11	7	1 14.3	4 57.1	0 .0	2 28.6	0 .0	0.0	0 .0 0 .0	0 .0	0.
	OTHER 12	14	5 35.7	2 14.3	3 21.4	2 14.3	0.0	00	0 .0 214.3	0.0	0 .
	OTHER 13		.0	1 100	0.0	0.0	0.0	0.0	0.0 0.0	0.0	0.
	OTHER 14 OTHER 15	1 1	.0 .0	1 100 1 100	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0 0 .0 0 .0	0 .0 0 .0	0 . 0 .
	OTHER 16-18	1	.0	0 .0	0 .0	0 .0	0.0	0.0	1 100 0 .0	0.0	0 .
	TOTAL OTHER PATCO TOTAL	25 220	6 24.0 68 30.9	9 36.0 90 40.9	3 12.0 1 3 .5	4 16.0 31 14.1	0 .0 3 1.4	0 .0 2 .9	1 4.0 28.0 4 1.8 83.6	0 .0	0 .
Т	GS 05	14	2 14.3	9 64.3	17.1	1 7.1	0.0	00	1 7.1 0 .0	0 .0	0 .
	GS 06 GS 07	53 49	10 18.9 9 18.4	21 39.6 20 40.8	59.4 8 16.3	14 26.4 10 20.4	1 1.9 0 .0	1 1.9 1 2.0	1 1.9 0 .0 1 2.0 0 .0	0 .0 0 .0	0 . 0 .
	GS 08	21	6 28.6	3 14.3	14.8	10 47.6	0 .0	1 4.8	0 .0 0 .0	0 .0	0 .
	GS 09	25	14 56.0	5 20.0	14.0	3 12.0	2 8.0	0 .0	0.0 0.0	0 .0	0 .
	GS 10	7	4 57.1	2 28.6	0.0	1 14.3	00	0 .0	0.0 0.0	00	0 .
	GS 11	15	14 93.3	0	16.7	0.0	0 .0	0 .0	0.0 0.0	0 .0	0 .

Exhibit 80

Non Competitive Promotions By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of noncompetitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

N-714-13	AARU4002 F	YXX		MPETITIVE F OV: WORLD '		EMPLOYMT			<u>-L</u>			PAGE 9

AS OF DATE	XX/XX/XX		DEPT AG	U.S. DEPA	RTMENT	OF AGRICUL	TURE					
PAT	Τ.	OTAL	\A/ I	HITE	D.I.	ACK	LUCE	PANIC	ASIAN PACIF			INDIAN/
CO			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	NATIVE FEMAL
SERIES	PAY LEVEL	NO.	NO. %	NO. %	NO.%	NO. %	NO.%	NO. %	NO.%	NO. %	NO.%	NO. %
	TEOROLOGY											
Р	GS 07 GS 09	24 50	23 95.8 41 82.0	1 4.2 510.0	0.0 0.0	0 .0 0 .0	0 .0 1 2.0	0 .0 12.0	0 .0 2 4.0	0 .0 0 .0	0.0 0.0	0.0 0.0
	GS 11	10	100 10	0 .0	0.0	0.0	0 .0	0 .0	0 .0	0 .0	0.0	0.0
	GS 12	27	24 88.9	2 7.4	0 .0	0.0	1 3.7	0.0	0 .0	0.0	0.0	0.0
	GS/GM 13	12	9 75.0	216.7	1 8.3	0 .0	0 .0	0.0	0 .0	0 .0	0.0	0.0
	GS/GM 14 GS/GM 15	3	100 2 2 66.7	0 .0 133.3	0 .0	0.0	0.0	0.0	0.0	0 .0	0.0	0.0
	TOTAL GS/GM/SES	128	111 86.7	11 8.6	1 .8	0.0	2 1.6	1 .8	2 1.6	0.0	0.0	0.0
	ERIES TOTAL	128	111 86.7	11 8.6	1 .8	0 .0	2 1.6	1 .8	2 1.6	0 .0	0.0	0.0
1224 P/	ATENT EXAMINING											
Р	GS 07	3	0 .0	133.3	1 33.3	0 .0	0 .0	0 .0	1 33.3	0 .0	0.0	0.0
	GS 09	37	15 40.5	410.8	2 5.4	12.7	0 .0	12.7	9 24.3	5 13.5	0.0	0.0
	GS 11 GS 12	71 50	34 47.9 31 62.0	1419.7 612.0	4 5.6 2 4.0	45.6 0 .0	2 2.8 0 .0	0 .0 0 .0	12 16.9 9 18.0	1 1.4 2 4.0	0.0 0.0	0.0 0.0
	GS/GM 13	31	16 51.6	825.8	3 9.7	26.5	00	0 .0	0 .0	2 6.5	0.0	0.0
	GS/GM 14	6	3 50.0	233.3	0 .0	0 .0	0 .0	0 .0	1 16.7	0 .0	0.0	0.0
	GS/GM 15 TOTAL GS/GM/SES	2 200	1 50.0 100 50.0	150.3 3618.0	0 .0 12 6.0	0 .0 73.5	0 .0 2 1.0	0 .0 1 .5	0 .0 32 16.0	0 .0 10 5.0	0.0 0.0	0.0 0.0
S	ERIES TOTAL	200	100 50.0	3618.0	12 6.0	73.5	2 1.0	1 .5	32 16.0	10 5.0	0.0	0.0
1530 STA	TISTICIAN											
Р	GS 09	4	1 25.0	250.3	0.0	0 .0	0 .0	0.0	1 25.0	0 .0	0.0	0.0
	GS 11 GS 12	9 29	1 11.1 13 44.8	3 33.3 931.0	1 11.1 13.4	4 44.4 4 13.8	0 .0	0 .0	0 .0	0 .0 2 6.9	0.0	0.0
	TOTAL GS/GM/SES	42	15 35.7	1433.3	24.8	8 19.0	0 .0	0.0	1 2.4	2 4.8	0.0	0.0
Р	OTHER 09 OTHER 11	1 2	0. 0 0. 0	0 .0 1 50.0	0.0 0.0	0 .0 0 .0	1 100 0 .0	0. 0 0. 0	0. 0 0. 0	0 .0 0 .0	0 .0 1 50.0	0.0 0.0
	OTHER 12	6	1 16.7	466.7	0.0	0.0	1 16.7	0.0	00	0.0	0.0	0.0
	OTHER 15	1	0.0	1 100	0.0	0.0	0 .0	0.0	0.0	0 .0	0.0	0.0
	TOTAL OTHER RIES TOTAL	10 52	1 10.0 16 30.8	660.0 2035.5	0 .0 23.8	0 .0 8 15.4	2 20.0 2 3.8	0 .0 0 .0	0 .0 1 1.9	0 .0 2 3.8	1 10.0 11.9	0 .0 0 .0
	HERY BIOLOGY											0.0
Р	GS 07 GS 09	1 3	100 1 100 3	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	.0 0 .0 0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	.0 0 .0 0	0.0
	GS 11	6	5 83.3	116.7	0.0	0.0	0 0	0.0	0 .0	0 .0	.0.0	0.0
	GS 12	4	3 75.0	0 .0	0.0	0.0	0 0	0 0	0 .0	0 .0	.0.0	.0.0
	GS/GM 13	1	0.0	1 100	0.0	0.0	0 0	0.0	0.0	00	.0.0	.0.0

Title I Chapter 20 Section 5

Exhibit 81

Notification Of Adjustment To Longevity Date

Report Number: AECO37U7

Brief Description: Provides a list of U.S Secret Service employees whose longevity dates have been adjusted due to hours not worked because of suspension or absence without official leave (AWOL). Suspension or AWOL hours are not creditable for longevity pay purposes. It is produced in the last pay period processed for the calender year.

Production Frequency: Annual

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Notifica-

tion Of Adjustment To Longevity Date

Available Media: Hard copy, electronic

transmission

REPARED XXXXXX	AECO37U7	,	NOTIFIC	CATION OF	ADJUSTMENT	TO LONGEV	TY DATE - AS OF)			PAGE 1
TRAC AC US SECRE	ET SERVICE				··	PERS. O	FF. ID. XXXX W/	ASHINGTON	DC	
EMPLOYEE NA	AME					ADJUSTED	LONGEVITY			
SOC SEC NO	ORG. STRUC	TURE	PAY PLAN	GRADE /STEP	`L SALARY	ONGEVITY DATE	DATE BEFORE ADJUSTMENT	AWOL HOURS	SUSPENSE HOURS	LONGEVIT HOURS
DOE, JOHN										
000-00-1234	xx xx	XXXX	LE	12/02	\$37,019.00	01/23/90	01/22/90	8.00	.00	.00
STRUCTURE	LEVEL XX XX	XXXX	TOTAL 1							
	EMPLOYING	OFFIC	E TOTAL				-			
	1									
	1									
	1									
	1									
	1									
	1									
	1									
	1									
	1									
	1									
	1									

Exhibit 82

Notification Of Change In Earned Annual Leave Status

Report Number: BEAR2001 Primary Sequence: Department, agency, contact

point

Brief Description: Provides a list of employees who will obtain an increase in the number of annual leave hours earned each pay period. This report projects the change 2 pay periods in advance. This report contains sensitive data; use is restricted.

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Production Frequency: Pay period

Available Distribution Levels: Contact point

PORT NO. BEAR			S. DEPARTMENT OF AGR ARNED ANNUAL LEAVE S			PAY PERIODS	PAGE 1
		3.2GE IIVE				2.11000)	
			* *	SENSITI	VE PERSONN	IEL DATA – U	SE IS RESTRICTED **
	ADDRESS		ACTION EFF DATE	P/P	AGENCY	T & A CONTA	CT POINT
	MA REGION VIII		XX/XX/XX	13	17	17-08-145	
	OG 712 BOX 12345 NVER, CO 80222						
DEI	WEN, CO 60222						
SOCIAL					ANNUAL LEA	/E EARNED	T&A
SECURITY NUMBER	EMPLOYEE	NAME	EMPLO STATU		PER PAY I		CONTACT POINT TIMEKEEPER
NOMBLIT	LWFLOTEL	NAWL	SIAI	<u> </u>	CONTILINI	INLVV	HIVILKELFER
000-11-2345	MAY, R B		ACTIVE		4	6	98-11-0010-60-06
000-22-8888	BRIAN, A D		ACTIVE		6	8	98-11-0010-60-08
000-55-9999	SMITH, H G		ACTIVE				98-11-0010-60-10

Title I Chapter 20 Section 5

Exhibit 83

Notification Of Change (NOC) Suspense Report

Report Number: PINE5801

Brief Description: Provides a list of Direct Deposit/Electronic Funds Transfer (DD/EFT) individual account numbers and routing transit numbers of financial institutions that cannot be updated automatically in the Payroll/Personnel System and may need to be corrected by the agency. Financial institution's account and routing number changes are transmitted by electronic tape from the Department of the Treasury to the National Finance Center (NFC) to update the Payroll/Personnel System database. The report lists those numbers that cannot be updated automatically and is used by the agency to correct DD/EFT individual account

numbers and/or routing transit numbers through the Payroll/Personnel Remote Entry System (PRES) when necessary. This report contains sensitive data; use is restricted.

Production Frequency: Daily

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy

DATE: XX/XX/XX		U.S. DEF	PARTMENT OF AGRIC	JLTURE		PAGE 1
PINE5801		NATI	ONAL FINANCE CENT	ER		
	NC	TIFICATION O	F CHANGE (NOC) SUS	PENSE REPOR	т	
	Sı	ENSITIVE PER	SONNEL DATA - USE	IS RESTRICTED)	
AGENCY: AG	SUBMITTING OF	FICE NUMBER	: XXXX			
SOCIAL SECURITY NUMBER:	XXX-XX-XXXX		EMPLOYEE NAME:	xxxxxxxx	xxxxxxxx	
RETURN CODE ON NOC: C02	INI	ORMATION O	N DATABASE	OLD INFORMA	TION ON NOC	NEW INFORMATION ON NO
NDIVIDUAL ACCOUNTING NO.	(DDEFT) 11	11234567		000000011112	34567	123456789
OUTING TRANSIT NUMBER		9999111		0099999911		098767800
ACCOUNT TYPE	С			С		
NDIVIDUAL ACCOUNT NO. (FA ROUTING TRANSIT NUMBER	´ 34	98 56789122				
ACCOUNT TYPE NDIVIDUAL ACCOUNT NO. (FA	N2) S					
ROUTING TRANSIT NUMBER	00	000000000				
ACCOUNT TYPE						
ERROR MESSAGE:	INCORRECT	ACCOUNT NU	MBER AND ROUTING	NUMBER - NO	MATCHES	
						_

Exhibit 84

Notification Of Employees In Non-Pay Status With Expired NTE Dates

Report Number: AECO37T5 Sequence Of Data: Employee name

Brief Description: Provides a list of employees in nonpay status with expired not-to-exceed dates. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI Available Distribution Levels: POI

tus With Expired NTE Dates

Available Media: Hard copy, electronic

Other Sources For This Report:: This Report:

RFQS, Notification of Employees in Non-Pay Sta-

transmission

			*	* SENSITIV	/E PERSONN	EL DATA - USE	IS RESTR	ICTED **
AG 03 03 AGRICULTURAL RES	EARCH SERVICE			POI	4860 BEL	rsville, MD		
EMPLOYEE NAME	SOCIAL SECURITY NUMBER	EMPLOY- MENT STATUS	BEGINNING DATE OF NON PAY STAT	DATE	ORG STRUCTUR 2 3 4	E DUTY STA	TION	LOCATION
DOE, JANE R	000-22-6666				60 64 6435	NEW ORLEANS	LA	22 1690 071
SMITH, JOHN K	000-33-9999	LWOP-30+	XX/XX/XX	XX/XX/XX	60 62 6222	LANE	OK	40 2717 005
WILLIAMS, FRANK	000-11-2299	FURL RIF	XX/XX/XX	XX/XX/XX	60 64 6420	AUBURN	AL	01 0200 081
EMPLOYING OF	FICE TOTAL 3							

Title I Chapter 20 Section 5

Exhibit 85

Notification Of Expiration Of Probationary Or Trial Period

Report Number: AECO36T2

Brief Description: Provides a list of employees approaching expiration of probationary or trial period. It is prepared 4 months in advance of the expiration date. This report contains sensitive data; use is

restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Notification of Expiration of Probationary or Trial Period

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX AE	CO36T2 PROE	NOTIFICATION OF EXPIRA BATIONARY OR TRIAL PERIO			PAGE
		*:	* SENSITIVE PERSO	ONNEL DATA - USE IS RESTRICTED *	**
AG 07 07 FARMERS HOME AI	OMINISTRATION		POI 4860 AT	HENS, GA	
EMPLOYEE NAME	S.S. NUMBER	DUTY STATION	LOCATION	ORG. STRUCTURE CODES 2 3 4 5 7 6 8 R E	MARK
DOE, JANE R	000-22-6666	NEW ORLEANS, LA	22 1690 071	01 13 0014 40 00 00 00	
SMITH, JOHN K	000-33-9999	LANE, OK	40 2717 005	01 13 0005 00 00 00 00	
WILLIAMS, FRANK	000-11-2299	AUBURN, AL	01 0200 081	02 13 0009 00 00 00 00	
EMPLOYING OF	FICE TOTAL 3				
EIVII EOTIING OFF	IOL TOTAL 0				

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 86

Notification Of Longevity Percent Changes

Report Number: AECO37U6

Brief Description: Provides a list of U.S. Secret Service employees who will begin longevity pay for the first time and employees whose percentage is changing as a result of completing the number of years of service required for an increase in longevity. This report contains sensitive data; use is restricted.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Notifica-

tion Of Longevity Percent Changes

Available Media: Hard copy, electronic

transmission

EPARED XXXX	r/AOK_	AFCO	37.16		NO			PERCENT CHANG		PERIOD ENDING XXXXXX	PAGE XX
TRACAC USS	ECRE	T SERVIC	E					XXXX WAS			
EMPLOYE		AME RG STRU	CTURE	PAY	GRADE		NEW	LONGEVITY	AWOL	SUSPENSE	
SOC SEC NO				PLAN	/STEP	SALARY			HOURS	HOURS	
DOE, JOHN 000-00-1234		xx xxx	x	LE	01/08	\$ 35,209.00	0.5	11/18/73	.00_	.160.00	
JANE, MARY											
000-01-234	s xx	xx xxx	x	LE	01/09	\$ 36,471.00	10	06/01/66	.00	.00	
STRUCTURE LE	VEL		TOTAL	2							
EMPLO'	nNG	OFFICE	TOTAL	2	· · · ·		·· · · · · · · -				
· ,					·						
		 	 -								
					······································						

Title I Chapter 20 Section 5

Exhibit 87

Notification Of Personnel Action

Report Number: SF-50-B

Brief Description: Provides documentation of official personnel actions processed. It reflects the data exactly as processed by NFC and as contained in the Payroll/Personnel data base for the employee. This report contains sensitive data; use is restricted.

Production Frequency: Pay period **Primary Sequence:** Employee name

Sequence Of Data: Line item

Other Sources For This Report:: RFQS, Notifica-

tion of Personnel Action

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Organizational

Primary S	rimary Sequence: Employee name								S	tructure	e, P	OI			Ü	
Standard Form 50 Rev. 7/91 U.S. Office of Per FPM Chapter 296	-B sonnel Ma -33, Subcl	nagement n. 4				NO	TIFICATIO	N OF PER	SON	NNEL ACTION	ON					
1. Name (Last,								2. Socia	al Se	ecurity Num	ber	3. Date			ctive Date	
SMITH, JOH		<i>'</i>								5-9900		XX/X	(X/XX	XX/	XX/XX	
FIRST ACTION 5-A. Code 5		ure of Action						6-A. Co		6-B. Nauti	re of A	ction				
001		LLATION						893		WITHIN (
5-C. Code 5	5-D. Leg	al Authority						6–C. Co	ode	6-D. Lega	I Autho	rity				
ATM								Q7M								
5-E. Code	5-F. Lega	al Authority						6-E. Co	ode	6-F. Legal	Autho	rity				
7. FROM: Pos	ition Titl	e and Number	r					TO: Pos	sitio	n Title and	Numb	er				
								l _{MA}	IL C	LK						
								020	DHQ		Z	1131				
8. Pay Plan 9. O	cc. Code	10. Grade/Leve	11. Step/F	Rate	12. Total Sa	lary	13. Pay Basis	16. Pay Pl	lan	17. Occ. Cod	e 18. 0	Grade/Level	19. Step/Rate	20. Total Sa	lary/Award	21. Pay Basis
								GS	-	0305		03	02	12,900	.00	PA
12A. Basic Pay		12B. Locality A	\dj. 120	. Adj	. Basic Pay	12D	. Other Pay	20A. Basic	c Pa	у	20B. L	ocality Adj.	20C. Adj. Ba	asic Pay	20D. Other	Pay
14. Name and	Location	of Position's C	Organizat	ion				22. Nam	ne ar	nd Location	of Pos	sition's Orga	anization			
										OF OPER						
										REP MGM		OFF OF CH	ł			
										ERVICES E		NI.				
										ERVICES S NGTON	SECTION	DC				
EMPLOYEE DA	ATA							1								
23. Veterans P	reference							24. Tenu					25. Agency U	se 26. Vet	erans Prefe	rence for RIF
1 1-None 2-5-Po	9 3-1	0-Point/Disabili 0-Point/Compe	ity Incable	5-10	0-Point/Oth 0-Point/Cor	er	eahla/30%		-Noi		2–Cond 3–Inde	ditional		YES	s X	IO
27. FEGLI		o i omiçoompo	TIOGDIC	0 11	o i olity ooi	проп	00010/00/0			nt Indicator	, inde	iiiic			Rate Dete	
8 WAI	VED							9	NO	T APPLICA	BLE			0		
30. Retirement	Plan			31.	Service Cor	np. D	ate (Leave)			chedule					rt-Time Hou	rs Per
K FER	S			,	XX/XX/XX			F	FU	LL TIME					Biweekly Pay Period	
POSITION DAT					- 4 4										1 dy 1 enoc	
34. Position O	ccupied			35.	FLSA Cat	egory	/	36. App	ropri	iation Code				37. Ba	argaining U	nit Status
2 1-Compet 2-Excepte	itive Service d Service	e3-SES Genera 4-SES Career	l Reserved	N	E-Ex	empt	: empt								1190	
30. Duty Statio				39.				nty – State	e or (Overseas L	ocatio	1)				
11-0010-001					WASI	HING	TON D	IST OF C		MRIΔ	DC	•				
40. Agency Da	ta 41		42		WAG	IIIVC	43.	101 01 00	44.			<u>, </u>				
l ioi rigono, ba			"-													
45. Remarks																
46. Employing	Departm	ent or Agency						50. Signa	ature	e/Authentica	ation a	nd Title of A	pproving Office	cial		
DEPARTM	ENT OF	AGRICULTUR	E													
47. Agency Co	de 48	B. Personnel C	Office ID	49.	Approval I	Date				F. JONES						
AG 98		5260			XX/XX/>	ΚX		DIRE	ECT	OR OF PEF	RSONN	IEL				
TURN OVER F	OR IMPO	RTANT INFO	RMATION	1									Editions Prior	to 7/91 Are	Not Usable	After 6/30/93
3-Part50-315		01			1_Emal	ovos	Copy-Kee	an for Eut	uro '	Reference				ľ	101N /54U-C	11-333-6237
AG 986005000	11010000	00		PF		-	: Сору-ке 19XX * В/	-		05666 208-	-11 20	1_11 ∆G/⊑(0.08.5266			
AG 900000000	, 10 10000	00		rh	۲۱		19VV D	AIUII	J20	-00000 ZU8-	-11 204	- 11 AG/EC	J JU J200			

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 88

Notification Of Position To Be Inactivated

Report Number: AECO4604 (PMS 2)

Brief Description: Provides notification to managers of positions vacated for nine months that will automatically be inactivated by the Position Management System (PMSO). This tickler report is issued six months after the date the position is vacated. A final report is issued one month before the position is inactivated.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Notifica-

tion Of Position To Be Inactivated

Available Media: Hard copy, electronic

transmission

SITION	RESEARCH		SON 4860	WASHINGTON, DC				
		MASTER						
AL STRUCT	TURE	RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL	IIILE	PAY PLAN	OCCUPATIONAL SERIES	OFADE LEVEL
710 00 00	<u>00 00</u>	002E10	RTC00005	SUPERVISORY ACCOUNT	ПАЛТ	G G	0610 00	14
TON PREPAR	ED AS OF P	AY PERIOD I	ENDING XX/XX/XX		 			
POSITION WA	S VACATED)OX/OX/IOX •						
		SITION WILL	BE					
N WWW.				···				
			· · · · · · · · · · · · · · · · · · ·					
 -								
	POSITION WA	POSITION WAS VACATED	TION PREPARED AS OF PAY PERIOD I POSITION WAS VACATED XXXXXXX * XX IS TAKEN TO FILL, POSITION WILL	TION PREPARED AS OF PAY PERIOD ENDING XX/XX/XX. POSITION WAS VACATED XX/XX/XX * * * * * * * * * * * * * * *	TION PREPARED AS OF PAY PERIOD ENDING XXXXXXXXX POSITION WAS VACATED XXXXXXXX * * * * * * XX IS TAKEN TO FILL, POSITION WILL BE	TION PREPARED AS OF PAY PERIOD ENDING XX/XX/XX. POSITION WAS VACATED XX/XX/XX * * * * * * * * * * * * * * *	TION PREPARED AS OF PAY PERIOD ENDING XX/XX/XX. POSITION WAS VACATED XX/XX/XX * * * * * * * * * * * * * * *	TION PREPARED AS OF PAY PERIOD ENDING XX/XX/XX. POSITION WAS VACATED XX/XX/XX * * * * * * XN IS TAKEN TO FILL, POSITION WILL BE

Title I Chapter 20 Section 5

Exhibit 89

Notification Of WGI Overdue

Report Number: BEAR2002 Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number Brief Description: Provides a list of employees who have not received within-grade increases (WGI) Other Sources For This Report:: None

which were due within the past 10 pay periods. This report contains sensitive data; use is restricted.

Available Media: Hard copy, electronic

transmission

Production Frequency: Pay period **Available Distribution Levels: POI**

REPORT NO. BEAF	22002		U.S. DEPARTMENT C	E ACDICI II TUDE			
IEFORT NO. BEAR	12002	NOT	TIFICATION OF WGI OVER		19XX		
	R SQUARE WEST		**	SENSITIVE PERS	ONNEL DATA -	- USE IS RESTRIC	TED **
	I STREET (25TH FL) IS, MN 55000						
			S MAINTAINED AT NFC IN E-INCREASES THAT ARE				NOT
	PLEAS	E SUBMIT PERSONI	NEL ACTIONS TO NFC TO	· _			
		- GRANT THE ' - WITHHOLD T - CORRECT RI					
	IF YOU	PROPRIATE. KNOW THAT THE S E DISREGARD THIS	STATUS OF THE EMPLOYE S NOTICE.	E RENDERS HIM (OR HER INELIGI	BLE FOR WGI,	
SSN	EMPLOYEE	PAY GRADE STEP PLAN	ORGZN STRUCTURE	COMP CRITI		DATE LAST WEEK RECORDED NEEDE NEXT ST	
000-22-0088 WILL	JAMS. JOHN R	GS 07	01 02-05-76-0010-00-0	00-00-00FS 1	XX/XX/XX X	X/XX/XX 052	077

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 90

Number Of Enrolled Employees

Report Number: PACS458-1

Brief Description: Provides the number of employees who are enrolled in the non-Federal life insurance plan and the total number of employees enrolled in each option. This report is sent to the insurance company by NFC. Two copies of this report

are forwarded to the agency.

Production Frequency: Pay period

Primary Sequence: Agency

Sequence Of Data: Policy number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Insurance carrier,

copy sent to agency

PACS458-1			PAGE 1
PAY PERIOD 15 - XX/XX/XX TO XX/XX/XX			
POLICY NUMBER GLUG-IN44			
NAME OF POLICY HOLDER: FARM CREDIT ADMINISTRATION			
	NUMBER ENROLLED	VOLUME	
(1) IN FORCE PREVIOUS STATEMENT (2) ADDITIONS/INCREASES	0 289	000 32,065,000	
(3) TERMINATIONS/DECREASES (4) IN FORCE ON DUE DATE	0	000	
(4) IN FORCE ON DOE DATE (5) LINE 4 INCLUDES UNPAID (6) PREMIUMS PAID FOR	289 3	32,065,000 343,000 31,722,000	
(a) LUCINIONIO LAID LOU	286	31,722,000	
(7) BASIC & PREMIUM STABILIZATION FUND RATE (8) AMOUNT DUE FOR ABOVE INSURANCE		.1605/\$1000 * \$5,091.37	
(9) CHARGE FOR ADJUSTMENT ITEMS (10) LESS REFUND FOR ADJUSTMENT ITEMS		\$0.00 \$12.84 -	
(11) AMOUNT DUE – LIFE, AD&D, PSF		\$5,078.53 **	
(12) AMOUNT DUE, OPTION 1		\$1.312.04	
(13) AMOUNT DUE, OPTION 2 (14) AMOUNT DUE, OPTION 3		\$485.30 \$89.45	
TOTAL AMOUNT DUE THIS PAY PERIOD		\$6,965.32	
* INCLUDES .037/\$1000 PSF RATE ** INCLUDES \$1,173.71 FOR PSF			

Numerical Objective Accomplishments By PATCO

Report Number: AARU4002

Brief Description: Provides the number of new hires (new to the Federal Government) during the fiscal year. This data is depicted for professional, administrative, technical, clerical, and other (PATCO) category. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-714-6 AARU4002 FYXX RUN DATE XX/XX/XX	(NUMERIC GEOG CO		CTIVE ACC			PATCO OV: PFT &	PPT				PAGE	38
AS OF DATE XX/XX/XX		DEPT AG		EPARTMEN									
	PLANNED/	-	ΓΟΤΑL	W	HITE	BL	ACK	HISF	PANIC	ASIAN PACIFI		AM. INDI AK. NAT	
PATCO CATEGORY	ACTUAL	ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FE
PROFESSIONAL	PLAN#												
	ACT#	1337	405	840	348	29	31	25	17	31	8	7	1
ADMINISTRATIVE	PLAN#												
	ACT#	458	209	210	153	21	35	9	11	6	6	3	4
TECHNICAL	PLAN#												
	ACT #	1170	408	606	344	60	39	53	12	12	7	31	6
CLERICAL	PLAN#												
	ACT#	1770	1631	101	1213	30	311	6	58	2	22	0	7
OTHER	PLAN#												
	ACT #	489	243	155	183	49	40	27	10	3	2	12	8
WAGE	PLAN#												
	ACT #	60	4	45	3	6	1	0	0	2	0	3	0
TOTAL	PLAN#												
	ACT #	5284	2900	1957	2244	195	487	120	108	56	45	56	46
	PERCENT												

Exhibit 92

Numerical Objective Accomplishments By Series With 50 Or More

Report Number: AARU4002

Brief Description: Provides the number of new hires (new to the Federal Government) during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. Wage grade employees are also included in the report.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-714-7 AARU4002 FYXX NUM RUN DATE XX/XX/XX	GEOG COV: WO							<u> </u>				PAGE	
AS OF DATE XX/XX/XX	DEPT AG U.S	S. DEP	ARTMEN	NT OF AG	RICULTU	RE							
										ASIAN	I AM./	AM. I	INDIAN
SERIES NAME PATCO SERIES CODE	PLANNED/ ACTUAL		OTAL FEM		ITE FEM	BLACK MALE	FEM	HISPA MALE		PACIF MALE		AK. N MALE	NATIVE FEM
PROF. 0460	PLAN#												
FORESTRY	ACT #	32	15	17	0	0	0	0	0	0	0	0	0
PROF. 0457	PLAN#												
SOIL CONSERVATION	ACT #	34	9	23	9	1	0	0	0	1	0	0	0
PROF. 0475	PLAN#												
AGRL MGMT	ACT#	54	17	31	13	2	0	2	2	1	2	1	0
PROF. 0701	PLAN#												
VETERINARY MEDICAL SCIENCE	ACT#	96	28	62	26	3	2	2	0	1	0	0	0
PROF. 0810	PLAN#												
CIVIL ENGINEERING	ACT#	35	20	10	15	2	2	1	2	1	1	1	0
PROF. 0470	PLAN#												
SOIL SCIENCE	ACT#	23	4	19	4	0	0	0	0	0	0	0	0
PROF. 0401	PLAN#												
GEN BIOLCL SCI	ACT#	22	8	13	7	0	0	0	0	1	1	0	0
PROF. 0436	PLAN#												
PLT PROTECTION & QUAR	ACT#	33	4	21	4	5	0	3	0	0	0	0	0
PROF. 0486	PLAN#												
WILDLIFE BIOLOGY	ACT#	14	5	7	5	0	0	1	0	0	0	1	0
PROF. 0110	PLAN#												
ECONOMIST	ACT #	42	12	23	11	3	0	1	1	2	0	1	0
PROF. 1320	PLAN#												
CHEMISTRY	ACT #	14	3	10	2	0	0	1	0	0	1	0	0
PROF. 0510	PLAN#												
ACCOUNTING	ACT#	27	14	8	8	3	3	1	2	1	1	0	0

Occupational Series Summary - Average Grade

Report Number: EEOT3004

Brief Description: Provides the average grade for

each occupational series.

Production Frequency: Quarterly

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Sequence Of Data: Occupational series, grade

range

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

RUN DATE XX/XX/XX EEOT3004 OCCUPATIONAL SERIES SUMMARY – AVERAGE GRADE WORLD WIDE PFT – ES	E PAGE
REPORT QTR 3RD	
REPORT AS OF DATE XX/XX/XX DEPT AG U.S. DEPARTMENT OF AGRICULTURE AGCY 02 AGR. MARKETING SERVICE	
SERIES AVERAGE GRADE DISTRIBUTION	
GRADE: TOT: S E X : MINORITIES : B L A C K : HISPANIC : ASIAN/PACI : AM. IND./AK RANGE: EMP: F: M : F: M: T:	: WHITE : : F: M: T :
GENL ADMINISTRATIVE 0301	
04- 4.00	4.00
4.00	4.00
PROGRAM MANAGEMENT 0340	
01-04 2.80 2.80	2.80
2.80	2.80
ADMV OFFICER 0341 KEY 4.00	
04-	
4.00	4.00
GEN BIOLCL SCI 0401	4.00
01- 1.00 1.00	1.00
1.00	1.00
AGRL MKTG SPECLST 1146 OPT	
01-04	2.50 2.50
SERIES TOTAL	
4.00	4.00
2.67	2.67
2.80	2.80

Exhibit 94

Occupational Series Summary - % Of Representation

Report Number: EEOT3004

Sequence Of Data: Occupational series, grade

range

Brief Description: Provides employment and percentage of representation data for each

occupational series.

Other Sources For This Report:: None

Production Frequency: Quarterly

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Primary Sequence: Department, agency, geographic location, employment group, pay plan

		(/XX EEC	T3004		OCO		ONAL S	ERIES S	SUMMA	NRY – %	OF RE	PRESE	NOITATION	<u> </u>		WORLD WIDE		P.A	GE
	RT QTR		201			FDT	10		0 050	4 DT145	NT OF A	ODIOLI	TUDE						
REPORT AS	S OF DA	IE XX/XX/	XX			EPT GCY					NT OF A		LIURE						
SERIES:	TOT E	MP :	S E	Х	:	MINOF	RITIES :	B L /	ACK:	HISI	PANIC :	ASIAI	N/PACI:	AM.	IND./AK:		: WHI	TE	:
: 9 GRADE : A		° 0F :	F# : M# :		:		F% : M% :			F# : M# :	F%:	F#: M#:			: F%: : M%:		: F#: : M#:		:
RANGE : S			14177 .	14170	÷		T% :			T#:		T#:			: T%:		: T#:		÷
GENL AI	OMINIST	RATIVE 1															1	1	
04-	14.29			1														1	
PROGRA	AM MAN	AGEMENT 5	-															-	
01-04	33.33			5														5	
ADMV O				1													1	1	
04-				•													1	1	
GEN BIO	LCL SC																		
0401 01-	5.00	1.75		1													1		
AGRL M	KTG SP	ECLST																	
1146 OP 01-04				2														22	
SERIES		100.0																	
SENIES	TOTAL																	1 10.00	
		10		10.00 90.00													10	9 90.00)	

Title I Chapter 20 Section 5

Exhibit 95

Pay Period Personnel Actions On Employees Required To File SF-278

Report Number: SRPT1902

Brief Description: Provides detail of personnel actions processed during the pay period on employees required to file SF-278, Financial Disclosure Report. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

REPORTING PERFORM XX/XX/XX	RIOD: - XX/XX/XX	DEPT U.S. DEPAR	TMENT OF AGRICU	JLTURE *	* SENSITIVE	PERSC	NNEL	DATA - USE IS RESTR	RICTED **
	MID INT	T&A CONTACT MAILIN	IG ADDRESS	NATURE OF A	ACTION				
LAST NAME	1ST NAME	OFFICIAL TITLE		PP/SER./GR	POS #	TYPE S		HOME MAILING ADDR	FSS
DOE	JANE A	SCIENTIFIC PLANNING USDA-ARS NATL PRO		GS 0401 16	007C8234	01	55	1234 HOMETOWN LAN ANYWHERE	
	,,	RM 1234 BLDG 009 BA BELTSVILLE		SPECIAL ACT	OR SERVIC	E AWARI	D	ANTINIERIE	WID 2004
JONES	MARY	SECY TYPG	TDATOR	GS 0316 08	00CR4234	07	14	4321 45TH STREET	
	В	USDA-FGIS-ADMINIS RM 10001 P.O.BOX 99 WASHINGTON	900 DC 20990	CONV TO EX	CT APPT			WASHINGTON	DC 20009
SMITH	JOHN	DIR. INF CENTR USDA NFC INFO CTR		ES 0889 01	DABS0298	01	55	3456 SAME STREET SOMEWHERE	LA 70111
		P.O.BOX 60000 NEW ORLEANS	LA 70160	CHG IN DUTY	STATION			OOMEWHERE	<u> </u>

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 96

Performance Appraisal

Report Number: AD-435

Brief Description: Provides documentation of the supervisor's evaluation of the employee's performance. It is produced 10 weeks prior to the completion of the employee's rating period. In addition to the AD–435, Report AECO36T8, Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees, will be produced listing the AD–435's that are attached. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS,

Performance Appraisal

Available Media: Hard copy, electronic

transmission

United States Department of Agriculture Performance Appraisal	1 Social 000-	Security		2 Positi 39			3 Pay Plan GS		ccup. Series 435
5 Name (Last, First, Middle initial)		6 Gra		p or Pay	Level 7	Apprai	sal Period	To _v	X/XX/XX
SMITH, JANE R 8 Official Position Title PROGRAM ANALYST				on Struct 030 10 1			XX/XX/XX	·- X.	X/XX/XX
10 Duty Station 22 1690 71			jency U		0 10 10		12 OFM/I	NFC U	se
Instructions							'		
Blocks 1 through 10, completed by OFM/NFC, should be reviewed, and, if necessary, corrected. Block 13. Enter brief description of performance elements. Block 14A. Check performance elements identified as critical. Block14B, 14C, 14D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate	column.	Block 1 Block 1 table	14H. Er 15A. Ch e (15B).	nter total	from 14 he corre	E, 14F, a ect sumn	nary rating de	escribe	ed in decision
Performance Elements			1 ² Crit Elem (n	nent	E E	14B ceeds -ully ccessful	14C Meets Fully Success	sful	14D Does Not Meet Fully Successful
1)									
2)									
3)									
4)									
5)									
6)									
7)									
8)									
9)									
10)							14514		
15B Decision Table (check off Summary Rating in block 15A)					14E E	xceeds	14F Meets	3	14H Does Not Meet
Rating of Outstanding if 14E equals 14H. Rating of Unacceptable if any critical element is rated in 14D).				14H E	nter tota	ıl		14H
Rating of Superior if no element is rated in 14D; 14F is greate than 14F.						14E + 1	14F + 14G =	14H	
Rating of Marginal if 14G is greater than 14E, and no critical					15A S	ummary	Rating (See	Decisi	on Table in 15
element is rated in 14D. Rating of Fully Successful if none of the above apply.					v	Outs	standing		
16 Employee - Standards of Conduct and Ethical Responsibilities (Check off appropri			.,		\ \	Supe	erior		
A) I have a copy of the Governmentwide standards of ethical conduct and any USI agency supplemental regulations governing conduct.	DA and V	Yes	V V	No No	\ \ \		Successful		
b) I attended the required annual ethics training. To Employee's Signature Date If er	mployee did	Yes not sig			l V	Març Una	ginal cceptable		
(Instructions for resolutions of disputes are on the reverse of employee copy.)									
18 Supervisor's Signature Date	19 Revi	ewer's \$	Signatu	re				Dat	e
20 Approving Official's Signature (optional)								Dat	e
· · · · · · · · · · · · · · · · · · ·								ı	

Performance Evaluation Eligibility For - Perm (Or Temp) - Employees

Report Number: AECO37U5

Brief Description: Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual report is produced for each permanent employee and temporary employee serving under an appointment of 120 days or more. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Performance Evaluation Eligibility for – Perm (or Temp)

Employees

Available Media: Hard copy, electronic

transmission

				*	* SENSITIVE PEI	RSONNEL DAT	A - USE IS F	RESTRICTED *	*
FL 25 25 FARM CF	REDIT ADMINISTRATION				PERS, OFF, ID.	1736	MCCLEA	N, VA	
EMPLOYEE N	IAME			TYPE			DATE		
SOC SEC NO	ORG. STRUCTURE 2 3 4	PAY PLAN	GRADE /STEP	APPT CODE	DATE OF ELIGIBILITY	DATE WGI DUE	ENTERED ON DUTY	DATE LAST RATED	PERFORMANC RATING
ADOE, JOHN D 005-05-0005	25 10 0000	VG	05/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS
GHILL, JANE M 004-05-0004	25 20 0000	VG	03/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS
RISS, L M 107-07-0007	25 20 0000	VG	04/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS

Exhibit 98

Permanent Workforce - Analysis Of Work Force: Federal Wage System

Report Number: CULP0117 Primary Sequence: Agency

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the number and percentage of handicapped, Federal Wage System employees by employment group and pay plan. Agencies who choose to request this report through CULPRPT should submit the report request after the Biweekly Examination, Analysis, & Reporting System (BEAR) is executed for the last full pay period of the fiscal year.

Production Frequency: Annual (SF-113 cutoff)

Sequence Of Data: Handicap code

Other Sources For This Report:: CULPRPT, P0117, Permanent Workforce – Analysis Of Work

Force: Federal Wage System

Available Media: Hard copy

REPORT: (CULP01	17		PERMANE							RAL WAGE	SYSTEM			PA	GE 15
					AS OF >	(X/XX/XX	AGENCY	: 90 OFFI	CE OF FIN	IANCE & N	IGT.					
CATEGORY V	VD/WG1 #EMP	WD/WG2 #EMP	WD/WG3 #EMP	WD/WG4 #EMP	WD/WG5 #EMP	WD/WG6 #EMP	WD/WG7 #EMP	WD/WG8	WD/WG9 #EMP	WD/WG10	WD/WG11 #EMP	WD/WG12 #EMP	WD/WG13 #EMP	WD/WG14 #EMP	WD/WG1 #EMP	5 OTH TO
	#EIVIF	#EIVIF %	#EIVIF	#EIVIF %	#EIVIF %	#EIVIF	#EIVIF	#EIVIF	#EIVIF %	#EIVIF %	#EIVIF %	#EIVIF %	#EIVIF	#EIVIF	#EIVIF	% 9
NON-IDENT 00-01	0	0.0	0	0	0	0	0	0	0	0	0 .0	0	0 .0	0 .0	0	0 .0
00-01	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0 .
NO-DISB 04-05	.0	6.6	.0	.0	26.6	5 33.3	20.0	.0	.0	6.6	.0	.0	.0	.0	.0	6.6 100.
DISB-RPTD 06,13-94	0	0	0	0 .0	1 20.0	1 20.0	1 20.0	0	0 .0	1 20.0	0 .0	0 .0	0 .0	.0 .0	0	1 20.0 100.
TOTAL	0	1	0	0	5	6	4	0	0	2	0	0	0	0	0	2 2
WORK FORC		5.0	.0	.0	25.0	30.0	20.0	.0	.0	10.0	.0	.0	.0	.0	.0	10.0 100.

Permanent Workforce - Analysis Of Work Force: Types Of Occupations

Report Number: CULP0125 Primary Sequence: Agency

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the number and percentage of permanent employees by handicap code. Agencies who choose to request this report through CULPRPT should submit the report request after the Biweekly Examination, Analysis, & Reporting System (BEAR) is executed for the last full pay period of the fiscal year.

Production Frequency: Annual (SF-113 cutoff)

Sequence Of Data: Handicap code

Other Sources For This Report:: CULPRPT, P0125, Permanent Workforce – Analysis Of Work

Force: Types Of Occupations

Available Media: Hard copy

REPORT ID: CULP01	25 F		WORKFORCE	EEO-MI	D-713, EEOC	FORM 440		70171110110			PAGE
		AS	OF XX/XX/XX	AGENC	Y 90 OFFICE	OF FINANC	CE % MGT.				
CATEGORY	PROF	ADM	TECH	CLER	OTHER	BLUE	MIXED	SUPVR	LDR	NONSUP	тот
NOT-AVAIL	3	27	8	2	0	0	.0	.0	.0	.0	
00-01	7.5	67.5	20.0	5.0	.0	.0	.0	.0	.0	.0	100
NO-DISB 04-05	67 9.2	438 60.3	50 6.8	161 22.1	9 1.2	1 .1	.0 .0	.0 .0	.0 .0	1 .1	7 100
DISB-RPTD	4	17	2	12	0	1	.0	.0	.0	1	
06,13–94	11.1	47.2	5.5	33.3	.0	2.7	.0	.0	.0	2.7	100
TOTAL WORK FORCE	74 9.2	482 60.0	60 7.4	175 21.8	9 1.1	2 .2	.0 .0	.0 .0	.0 .0	.2 .2	10
TOTL-TARGETED	0	2	0	1	0	1	.0	.0	.0	1	
DISABILITIES	.0	50.0	.0	25.0	.0	25.0	.0	.0	.0	25.0	10

Exhibit 100

Permanent Workforce – Analysis Of Work Force: White Collar (GS, GM, SES And All Other)

Report Number: CULP0113

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the number and percentage of handicapped, white-collar employees by employment group and pay plan. Agencies who choose to request this report through CULPRPT should submit the report request after the Biweekly Examination, Analysis, & Reporting System (BEAR) is executed for the last full pay period of the fiscal year.

Production Frequency: Annual (SF-113 cutoff)

Primary Sequence: Agency

Sequence Of Data: Handicap code

Other Sources For This Report:: CULPRPT, P0113, Permanent Workforce – Analysis Of Work Force: White Collar (GS, GM, SES And All Other)

Available Media: Hard copy

					А	S OF X				EOC FO OFFICE		NCE & M	IGT.					
CATEGORY	GS-1 #EMP	GS-2 #EMP	#EMP	GS-4 #EMP	GS-5 #EMP	GS-6 #EMP	GS-7 #EMP	GS-8 #EMP	GS-9 #EMF	GS-10 #EMP	GS-11 #EMP	GS-12 #EMP	GS/GM13 #EMP	GS/GM14 #EMP	GS/GM15 #EMP	SES #EMP	OTH #EMP	#EM
	70	76	%	76	%	76	76	70	76	76	70	%	76	76	76	76	%	%
NON-IDENT	0	0	1	4	1	5	2	1	1	0	4	3	2	1	0	0	0	2
00-01	.0	.0	4.0	16.0	4.0	20.0	8.0	4.0	4.0	.0	16.0	12.0	8.0	4.0	.0	.0	.0	100
NO-DISB	0	0	36	109	198	165	121	32	61	10	182	173	95	38	6	6	0	123
04-05	.0	.0	2.9	8.8	16.0	13.3	9.8	2.5	4.9	.8	14.7	14.0	7.7	3.0	.4	.4	.0	100
DISB-RPTD	0	0	7	29	26	11	10	2	2	1	17	17	7	1	2	0	0	13
06,13-94	.0	.0	5.3	21.9	19.6	8.3	7.5	1.5	1.5	.7	12.8	12.8	5.3	.7	1.5	.0	.0	100
TOTAL WORK FORCE	.0	.0	44 3.1	142 10.2	225 16.1	181 13.0	133 9.5	35 2.5	64 4.6	11	203 14.6	193 13.8	104 7.4	40 2.8	8 .5	6 .4	.0	13
																		_

Title I Chapter 20 Section 5

Exhibit 101

Personnel Notification Document

Report Number: SI-650

Brief Description: Provides documentation of official personnel actions processed for the Smithsonian Institution. It reflects the data exactly as processed and as contained in the Payroll/Personnel data base for the employee.

Production Frequency: Pay period

Primary Sequence: N/A

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Person-

nel Notification Document

Available Media: Hard copy, electronic

transmission

SI-650 SI Trust Fund Rev. 9/87						NOTIFI	PERSO CATIO			/ENT	-						
1. Name (Las	t, First, Mic	idle)			·			2. Socia	Secu	urity Nui	mber	3	. Date o	of Birth	4. Ef	ffective I	Date
FIRST ACT	TION									ACTI							
5-A. Code	5-B. Nat	ure of	Action					6-A. Coo	le 6	S-B. Nat	ure of Acti	on					
								:									-
7. FROM: Pos	sition Title :	and Nu	mber					15. TO:	Positi	on Title	and Numb	er					
8. Pay Plan	9. Occ. Co	de 10.	Grade or Level 11	I. Step or Rate	12. Total Salar	Y	13. Pay Basis	16. Pay Pla	17	7. Occ. Cod	18. Grade o	r Level 19). Step or Rate	20. Total Sa	alary / Av	ward	21. Pay Bas
12A. Basic Pay	1	12B. Loc	ality Pay	12C. Adj.	Basic Pay	12D. Other	Pay	20A. Basic	Pay		12B. Locality	Pay	12C.	Adj. Basic Pay	′	12D. Othe	Pay
14. Organizat	ion Name							22. Orga	nizati	ion Nam	e						
23. Veterans	Status I - None - 6	3 - 30%	Comp.					24. Туре	8 - Ir	ndefinite	nent 9 - Temp	prary 2	5. Citize	enship 1 - U.S. 8 - Other	26. 8		
27. Life Insur	Status I - None 6 ance I - Eligible nt Coverage	2 - Ine	eligible	TIAA/FIC/ Pan Soc S	A Sec	1. Service C	comp. Date	24. Type 28. Heal	8 - Ir th Ins 1 - E k Sch	ndefinite surance ligible edule		le			29. F	Pay Rate	Determina Hours Siweekly Pay
23. Veterans 27. Life Insur 30. Retiremen	Status 1 - None 6 ance 1 - Eligible 1 - CS 2 - FICA	2 - Ine	eligible	- TIAA/FIC/ - Pan Soc S	A Sec	5 FLSA Cat	regory	28. Hea	8 - Ir th Ins 1 - E k Sch F - F	ndefinite surance ligible edule ull-time	9 - Temp 2 - Ineligib P - Part-	le time I			29. F	Pay Rate	Hours Biweekly Pay
23. Veterans 27. Life Insur 30. Retiremer 34. NTE Date	Status I - None E ance I - Eligible nt Coverage I - CS 2 - FICA	2 - Ine	eligible	TIAA/FIC/ Pan Soc \$	Sec 3	5. FLSA Cat	egory Exempt Nonexempt	28. Heal	8 - In th Ins 1 - E k Sch F - F	ndefinite surance ligible edule ull-time	9 - Tempo 2 - Ineligib P - Part- ucture Co	le time I			29. F	Pay Rate	Hours
23. Veterans 27. Life Insur 30. Retiremen	Status I - None E ance I - Eligible nt Coverage I - CS 2 - FICA	2 - Ine 3 - TI 4 - No	eligible AA 5 - one 8 -	TIAA/FIC/ Pan Soc \$	3 3	5. FLSA Cat	egory Exempt Nonexempt tion (City-Co	28. Heal	8 - In th Ins 1 - E k Sch F - F	ndefinite surance ligible edule ull-time	9 - Tempo 2 - Ineligib P - Part- ucture Co	le time I			29. F	Pay Rate	Hours Biweekly Pay
23. Veterans 27. Life Insur 30. Retiremer 34. NTE Date	Status I - None E ance I - Eligible II - CS 2 - FICA	2 - Ine	eligible AA 5 - one 8 -	TIAA/FIC Pan Soc \$	Sec 3	5. FLSA Cat	egory Exempt Nonexempt	28. Heal	8 - In th Ins 1 - E k Sch F - F	ndefinite surance digible edule ull-time sional Str	9 - Tempo 2 - Ineligib P - Part- ucture Co	time I	- Interm		29. F	Pay Rate	Hours Biweekly Pay
23. Veterans 27. Life Insur 30. Retiremer 34. NTE Date 38. Duty Stat	Status I - None E ance I - Eligible II - CS 2 - FICA	2 - Ine 3 - TI 4 - No	eligible AA 5 - one 8 -	· TIAA/FIC Pan Soc S	3 3	5. FLSA Cat	egory Exempt Nonexempt tion (City-Co	28. Heal	8 - In th Ins 1 - E k Sch F - F	ndefinite surance digible edule ull-time sional Str	9 - Temp 2 - Ineligib P - Part- ructure Co Location)	time I	- Interm		29. F	Pay Rate	Hours Biweekly Pay
23. Veterans 27. Life Insur 30. Retiremer 34. NTE Date 38. Duty Stat	Status E ance I - Eligible to Coverage : - Eli	2 - Ine 3 - 3 - 3 - 4 - No	eligible AA 5 - one 8 -	TIAA/FIC	3 3	5. FLSA Cat	egory Exempt Nonexempt tion (City-Co	28. Heal 32. Wor 36. Orga	8 - Irith Insant 1 - E 4 k Sch F - F	ndefinite surance sligible edule ull-time sional Str verseas 44. Ac	9 - Temp 2 - Ineligib P - Part- ucture Co Location) counting f	le I	- Interm		29. F	Pay Rate	Hours Biweekly Pay

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 102

Position NTE Date Approaching Expiration

Report Number: AECO4604 (PMS 3)

Brief Description: Provides notification to management of employees who are approaching their Not-To-Exceed (NTE) date. This tickler report is issued prior to the NTE date at three, two, and one month intervals

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Position

NTE Date Approaching Expiration

Available Media: Hard copy, electronic

transmission

PREPARED	XXXXXXXX	AECO480	(PMS 2)	NOTFICATION O	F POSITION TO BE INACTIVATED			PAGE
AG 03 03 A	GRICULTURAL	RESEARCH	SERVICE	\$0N 486	SO WASHINGTON, DC			
			MASTER			nav.	0.001 (0.1001)	GRADE
PAGANIZATÍ	POSITION ONAL STRU	CTURE	RECORD NUMBER	POSITION NUMBER	POSITION OFFICIAL TITLE	PAY PLAN	OCCUPATIONAL SERIES	LEVEL
90 9 0 71	0710 00 0	0 00 00	002E10	RTC00005	SUPERVISORY ACCOUNTANT	gg	0610 00	14
HIS NOTIFIC	CATION PREPA	RED AS OF	PAY PERIOD I	ENDING XX/XX/XX				
••••ты	IS POSITION W	'AS VACATE	D XXXXXXXXX • •	• • • •				
MESS AC	TION IS TAKEN	TO FILL, PO	D XXXXXXXX • •					<u></u>
MLESS AC		TO FILL, PO						
ALESS AC	TION IS TAKEN	TO FILL, PO						
MLESS AC	TION IS TAKEN	TO FILL, PO						
NLESS AC	TION IS TAKEN	TO FILL, PO						
NLESS AC	TION IS TAKEN	TO FILL, PO						
NLESS AC	TION IS TAKEN	TO FILL, PO						
NLESS AC	TION IS TAKEN	TO FILL, PO						
MLESS AC	TION IS TAKEN	TO FILL, PO						
NLESS AC	TION IS TAKEN	TO FILL, PO						
NLESS AC	TION IS TAKEN	TO FILL, PO						

Title I Chapter 20 Section 5

Exhibit 103

Position Organization Listing

Report Number: POLS15XX

Brief Description: Provides the status of all positions within the organizational structure. An asterisk in the Error Flag column indicates those positions containing data errors. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, pay

plan, grade

Other Sources For This Report:: PMSO, Position

Organization Listing

Available Media: Hard copy, electronic

transmission, microfiche

REPORT ID: POI	LS15XX.		POS	ITION ORGA	NIZATIO			S AS OF XX/XX/X	(X RSONNEL DATA – USE IS RESTRIC	PAGE TED **	
DEPARTMENT SVC AGENCY	97 OR	ENCY G LEV 2	16 OFFICE OF I				-				
SON 1		G LEV 3 G LEV 4	0002 OFFICE OF TI	HE DIRECTO	R, OIRM	1					
NAME		DET O	MR-NO IP-NO R TEMP KEY DATA			SUPV			A OFFICIAL TITLE N WORKING TITLE		
DOE	FRANCIS	Т	000411 00000002	ES 0002	00/07	8	F	EP 2 E			_
000-12-3456 SMITH	LOUIE	0 0000 F	098000 00000002	00 01-01-0 GS 0045	15/07	8	F	12-0012-001 EP 0 E	COMPR SPECLST		_
000-54-8989 VACANT		0000	856789 00000001	00 01-01-0 GS 0303		8	0	11-0012-001 0 E	ADMV OPERS ASST		_
VACAIVI	0	0000	030703 00000001	00 01-01-0				11-0010-001	ADMIT OF ENG AGOT		
											_
											_
											_
											_
											_
											_

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 104

Premium Pay And Leave Report (By Employee)

Report Number: PAYE8501

Brief Description: Provides a total of premium pay earned and leave taken for the pay period for each employee.

Rote: This report may also include premium pay and leave used for prior pay periods if a corrected T&A was processed in the current pay

period.

Production Frequency: Pay period

Primary Sequence: Department, agency, organi-

zational structure

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Contact point

PAYE8501		P	REMIUM PAY AN	ID LEAVE REPOR	OF FINANCE & M MGMT DIV IT	RUN DAT	E: XX/XX/XX - XX/XX/XX
INFO RES MGMT DIV							
INFORMATION RESOU	RCES M	ANAGEMENT [DIVISION				
ORGANIZATIONAL STR	RUCTUR	E CODE : 90 70	10 0000 00 00				
LAST	F	P	REMIUM PAY EA	RNED		LEAVE USED)
NAME	i -	OVERTIME	COMP/TIME	HOLIDAY	ANNUAL	SICK	COMP
DOE	J				7.00		
JONES SMITH	A C		0.50		2.75 1.50	5.00	
SECTION TOTALS		0.00	0.50	0.00	11.25	5.00	0.00
* DDEMILIM	DAY FO	D DDIOD DAY	AEDIOD.				
* PREMIUM	PAY FU	R PRIOR PAY F	ERIOD				

Premium Pay And Leave Report (By Organizational Structure)

Report Number: PAYE8502

Brief Description: Provides a total of premium pay earned and leave taken for the pay period for each organizational level. **Phote:** This report may also include premium pay and leave used for prior pay periods if a corrected T&A was processed in the

current pay period.

Production Frequency: Pay period

Primary Sequence: Department, agency, organi-

zational structure

Sequence Of Data: Organizational structure

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Contact point

PAYE8502	IONAL FINANCE CEN PREMIUM PA	TER INFO	RES MGMT DIV	RI	JN DATE: XX/XX	/XX
		,			(/XX/XX – XX/XX	
ORGANIZATIONAL STRUCTURE CODE : 90	70 10 0000 00 00					
RECAP PAGE	P	REMIUM PAY EA	RNFD	I FA	AVE USED	
BRANCH	OVERTIME	COMP/TIME	HOLIDAY	ANNUAL	SICK	COM
INFO RES MGMT DIV	0.00	0.00	0.00	17.75	5.25	0.5
DATA BASE MGMT BRANCH	72.50	10.00	0.00	221.00	77.00	9.0
OPERATIONS BRANCH	517.75	27.25	0.00	1245.75	1201.75	11.0
SYSTEMS ENGINEERING BRANCH	94.75	23.75	0.00	81.75	24.00	1.7
COMPUTER RESOURCES MGMT BR	3.00	60.25	0.00	39.50	21.00	30.
TELECOMMUNICATIONS BRANCH	0.00	28.25	0.00	79.00	36.00	18.
DIVISION TOTALS	688.00	150.00	0.00	1684.75	1365.00	71.5
* PREMILIM PAY FOR PRIOR PAY	DEDIOD					
* PREMIUM PAY FOR PRIOR PAY	PERIOD					

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 106

Probationary Or Trial Period Report

Report Number: AD-507

Brief Description: Provides notification of employees approaching expiration of probationary or trial period. It is produced at the end of the seventh month of the probationary/trial period. This report contains sensitive data; use is restricted.

Production Frequency: Even-numbered pay periods

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Proba-

tionary or Trial Period Report

Available Media: Hard copy, electronic

transmission

erioas			AV	allabi	e Dis	tribution i	Leveis: Po	JI	
	U.S. DEPARTMENT OF AGRICUL	_TURE				1. TYPE OF F SERVING:	PERIOD EMPLO	YEE IS	
PROB	ATIONARY OR TRIAL PERIOD REP	ORT	JF	AB-274	3				
	FORM IS DUE BACK TO THE PERS ATER THAN:	SONNEL OFFICE	E XX/XX/XX			X	ROBATIONARY		TRIAL
2. NAME		3. SOCIA	L SECURITY NUI	MBER		4. PAY PLAN, OC	CCUP. SERIES A	ND GRAD	
SMITH, JOHN L		00	00-44-9922			GS 032	2 04		
5. OFFICIAL TITLE	E OF POSITION			6. PER FRO		SERVICE COVER	ED BY REPORT		
CLERK-TYPIST					X	X/XX/XX	10. X	X/XX/XX	
7. AGENCY	8. ORGANIZATIONAL STRUC	TURE CODE	9. OFFIC						
BPD	AB 03 42 0000 00 00 00 00		WASHINGT	ON, DIST	OF COL	_UMBIA			
10. TENURE GRO	GROUP 2	TYPE APPOIN	IIMENT MP CAREER-CO	ND					
FOR CO	OMPLETION BY SUPERVISOR. PLE				OBE CO	MPI ETING THE I	FOLLOWING ITE	MS	
	S. O. M. OR U WHETHER THE EMP								
UNSATISFACT	ORY IN THE CHARACTERISTICS L	ISTED BELOW	:	AIISI AO	10111, 00	JISTANDING, WA	RIGINAL, OH		
I. PERFORMANC	E				1	II. CONDUCT			
Interest in Work	Pro	ductivity		— [Attendance			-
Leadership	Qu	ality of Work				Punctuality			-
Initiative		f-Development		_		General Depor	tment —		_
Dependability		Development				denoral Bepor	unon		
sheets and atta	acti.)								
14. I CERTIFY THA	T THE EMPLOYEE'S PERFORMAN	CE AND COND	UCT 1	5. I REC	OMMEN	D THAT THE EMP	PLOYEE BE: (C	heck One)	
	SFACTORY			. —	7 55-	AINED IN DDEOE	NT DOOLTION		
	ATISFACTORY			A B		AINED IN PRESEI ARATED FROM P		ON	
	MEND THAT THE EMPLOYEE BE S	SEPARATED FR			_				
AGENCY FOR V	VHICH YOU BELIEVE THE EMPLOY	'EE MAY BE FII	ITED:						
17. SIGNATURE OF	SUPERVISOR	18. TITL	E				19. DATE		
20. SIGNATURE OF	REVIEWING OFFICIAL	21. TITL	E				22. DATE		
							FORM AD - 5	07 (REV. 10	/80)

Title I Chapter 20 Section 5

Exhibit 107

Projected Duties Follow-Up

Report Number: AECO4602 (PMS 4)

Brief Description: Provides notification that a post audit or review is due on a position with projected duties and responsibilities. The tickler report identifies a particular position and organization and is issued 6 months after an employee is assigned to such a position. Follow-up reports are issued every 3 months.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Proj-

ected Duties Follow-Up

Available Media: Hard copy, electronic

transmission

PREPARED XX/XX/XX	AECO4602 (PMS 4)	PROJECTED DUTIES FOLLOW-UP	- AS OF XX	α/xx	PAGE
3 03 03 AGRICULTURAL RESE	ARCH SERVICE	SON 4860 BELTSVILLE, MO			
	MASTER				
POSITION DEGANIZATIONAL STRUCTURE	RECORD POSITION NUMBER NUMBER		PAY PLAN	OCCUPATIONAL SERIES	GRADE LEVEL
03 60 64 6430 04 00 00 00	M1302 00M1302	SUPVRY PLANT PHYSIOL	GM_	0435 11	14
****THIS POSITION IS DU	E EOR ROST AUDIT OF	REVIEW * * *			
<u> </u>		ANGE INDIVIDUAL PROJECTY-IND TO - M - USING	3PMSO1		·
HEN SATISFIED WITH THE CLA	ASSIFICATION, PLEASE CH	MAGE MONADONE PROCEDITAND 10-14-0514	ar 14100 t.		-
- 					
			,,		

Exhibit 108

Promotions And Career Development Programs

Report Number: SRPR1304

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the work force at the end of the year, year-to-date promotions, year-to-date career development, and year-to-date development programs and percentage of representation by disability categories.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Not applicable

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

EPORTING PERIOD: FROM XX/XX/XX - XX/XX/XX		DEPT AGCY 03		RTMENT OF	WORKFORCE AGRICULTURE VICE	D-713, EEOC			
CATEGORY	ON BOARD XX/XX/XX	PROI	MOTIONS		DEVELOPMENT OR EQUIV)		MENT PROGS	SES DEVELOPI	MENT PROG
		#	%	#	%	(GS/GM 13	3–15 OR EQUIV) %	#	%
TOTAL WORK FORCE	7,195	606	8.42	2,068	28.74	680	9.45	15	.21
NOT IDENTIFIED (00,01)	766	43	.60	147	02.04	102	1.42	2	.03
NO DISABILITIES (04,05)	6,038	546	7.59	1,827	25.39	541	7.52	11	.15
DISABILITIES REPORTED (06, 13-	-94) 391	17	.24	94	01.31	37	.51	2	.03
TOTAL TARGETED DISABILITIES	72	4	.06	8	00.11	7	.10		
(16,17,23,25,28,32–38,64–68,									
71–78,82,90,91,92)									

Title I Chapter 20 Section 5

Exhibit 109

Qtrly List Of Penalty Type Personnel Actions

Report Number: SRPR1902 Primary Sequence: Department, agency

Brief Description: Provides a list of employees affected by personnel actions processed under adverse action procedures for the quarter. This report

Production Frequency: Quarterly (calendar year)

Other Sources For This Report:: None

Sequence Of Data: POI, employee name

contains sensitive data; use is restricted.

Available Media: Hard copy, electronic

transmission

แสเรเแรง

Available Distribution Levels: Department,

agency

XX/XX	/XX	SRI	PR1902	QTRLY LIST OF PE	NALTY TYPE PERSON			X THRU X				1			
				U.S. DEPA	RTMENT OF AGRICULT	TURE **	SENSITI	/E PERSO	ONNEL DA	TA -	- US	E IS	RES	TRICTE	ED **
				((AGENCY NAME)										
				DES AND NAME		LOYEE NA			TYPE					NOA	NOA
OFF.	ST	CITY	STATE	CITY	LAST	FIRST	INT	PP*SER	GR*APPT	2	3	4	5	CODE	DATI
0001	47	1620	TENN.	MEMPHIS	DOE	JANE	Т	GS 1980	09 09	80	09	0200	42	903-13	3 XX/XX/
0001	11	0010	D.C.	WASHINGTON	JONES	SUE	D	GS 0390	04 06	05	67	0005	05	206-30	XX/XX/
0001	55	4130		RIPON	SMITH	HENRY	F	GS 1980	09 01	08	15	0900	60	201-80	XX/XX/
E/0)	TOTAL	3												
AGEN	CY	TOTAL	3												

Exhibit 110

Quality Step Increases By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of quality step increases, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level,

grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

DN-714-14 AARU4002 FYXX			EP INCREASE		O & PAY LEV	/EL				P/	AGE 11
RUN DATE XX/XX/XX		GEOG COV:	WORLD WIDE	E EMPLO	DYMT COV: F	PFT & PPT					
AS OF DATE XX/XX/XX		DEPT AG	U.S. DEPAR	RTMENT OF	AGRICULT	JRE					
	TOTAL	\A/ I	HITE	BLA	C.K	HISPA	MIC		AN AM./ IFIC IS	AM. IN	
PAT	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE			FEMALE	MALE	
CO PAY LEVEL	NO.	NO.%	NO.%	NO. %	NO. %	NO. %	NO. %	NO. %	NO.%	NO. %	NO. %
P GS 09	1	00	1 100	00	0 .0	0.0	0.0	0 .0	00	0.0	0
GS 11	4	3 75.0	1 25.0	0.0	0 .0	0 .0	0 .0	0.0	0 .0	0 .0	0
GS 12	24	11 45.8	8 33.3	0 .0	4 16.7	0 .0	0.0	1 4.2	00	0 .0	0
GS/GM 13 GS/GM 14	17 5	14 82.4 3 60.0	1 5.9 0 .0	1 5.9 0 .0	0 .0 0 .0	1 5.9 0 .0	0 .0 0 .0	0 .0 2 40.0	0 .0 0 .0	0 .0 0 .0	0
GS/GM 15	11	6 54.5	1 9.1	0.0	1 9.1	0.0	0.0	2 18.2	1 9.1	0.0	0
TOTAL GS/GM	62	37 59.7	12 19.4	1 1.6	5 8.1	1 1.6	0.0	5 8.1	1 1.6	0.0	0
P OTHER 09	1	.0	1 100	0 .0	00	0 .0	0 .0	0.0	0 .0	0.0	0
OTHER 12	7	3 42.9	3 42.9	0 .0	1 14.3	0 .0	0.0	0 .0	0 .0	0.0	0
OTHER 13	4	3 75.0	1 25.0	0 .0	0 .0	0.0	0.0	0.0	0.0	0.0	0
TOTAL OTHER	12	6 50.0	5 41.7	00	1 8.3	00	0.0	00	0.0	0.0	0
PATCO TOTAL	74	43 58.1	17 23.0	1 1.4	6 8.1	1 1.4	0.0	5 6.8	1 1.4	0.0	0
A GS 09	9	00	7 77.8	0 .0	2 22.2	0 .0	0 .0	0.0	0 .0	0 .0	0
GS 11	14	4 28.6	8 57.1	0 .0	2 14.3	0 .0	0 .0	0 .0	0 .0	0 .0	0
GS 12 GS/GM 13	31 16	7 22.6 11 68.8	12 38.7 3 18.8	5 16.1 2 12.5	3 9.7 0 .0	2 6.5 0 .0	0.0 0.0	1 3.2 0 .0	0 .0 0 .0	0 .0 0 .0	1 3
GS/GM 14	1	1 100.0	0 .0	0 .0	0 .0	0 .0	0.0	0 .0	0 .0	0.0	0
TOTAL GS/GM	71	23 32.4	30 42.3	7 9.9	7 9.9	2 2.8	0 .0	1 1.4	0 .0	0 .0	1 1
A OTHER 10	1	1 100	0 .0	00	0 .0	0.0	0.0	0 .0	0 .0	0.0	0
OTHER 11	2	0 .0	1 50.0	0 .0	1 50.0	0 .0	0.0	0 .0	0 .0	0.0	0
OTHER 12	8	2 25.0	5 62.5	1 12.5	00	00	0.0	0.0	0 .0	0.0	0
OTHER 13	1	1 100	0 .0	0 .0	0 .0	0 .0	00	00	0 .0	0.0	0
TOTAL OTHER	12	4 33.3	6 50.0	1 8.3	1 8.3	0 .0	0.0	0.0	0 .0	0.0	0
PATCO TOTAL	83	27 32.5	36 43.4	8 9.6	8 9.6	2 2.4	0.0	0.0	0 .0	0.0	0
T GS 05	1	0 .0	1 100	0 .0		00	00	00	00	0.0	
GS 06 GS 07	6 16	0 .0 0 .0	3 50.0 13 81.3	1 16.7 0 .0	2 33.3 3 18.8	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0. 0 0. 0	0
GS 08	6	1 16.7	3 50.0	0 .0	2 33.3	0 .0	0 .0	0 .0	0 .0	0.0	0
GS 09	2	0 .0	1 50.0	1 50.0	0 .0	0 .0	0.0	0 .0	0 .0	0.0	0
GS 10	3	0 .0	0 .0	0 .0	3 100	0 .0	0 .0	0 .0	0 .0	0 .0	0
GS 11	1	00	00	00	1 100	0.0	0.0	00	00	00	0
GS 12 TOTAL GS/GM	2 37	2 100 3 8.1	0 .0 21 56.8	0 .0 2 5.4	0 .0 11 29.7	0. 0 0. 0	0 .0 0 .0	0. 0 0. 0	0 .0 0 .0	0. 0 0. 0	0
T OTHER 05	1	00	1 100	0.0	00	0.0	0 0	00	0.0	0.0	0
OTHER 05	2	0 .0	1 50.0	1 50.0	0 .0	0.0	0.0	0 .0	0.0	0.0	0
OTHER 07	1	0 .0	1 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0
OTHER 08 OTHER 09	2	0 .0 0 .0	2 100 1 100	0 .0	0 .0 0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0
TOTAL OTHER	7	0 .0	6 85.7	1 14.3	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0
PATCO TOTAL	44	3 6.8	27 61.4	3 6.8	11 25.0	0 .0	0.0	0 .0	0 .0	0.0	0

Quality Step Increases By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of quality step increases, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

	4-15 AARU4002 FY JN DATE XX/XX/XX	/XX		GEOG COV		SES BY PATO DE EMPI		S & PAY LEVE V: PFT & PPT	L			PAGE
S OF	DATE XX/XX/XX			DEPT	AG U.	S. DEPARTM	ENT OF AG	RICULTURE				
									A	SIAN AM./	AM.	INDIAN/
PΑ		TOTAL		ITE		ACK		PANIC		ACIFIC IS		NATIVE
SE	PAY LEVEL RIES	NO.	MALE NO.	FEMALE % NO.%	MALE NO.%	FEMALE NO. %	MAL NO.		MAL NO. %			FEMA NO.%
122	4 PATENT EXAMINING											
Р	GS 11 GS/GM 15	1 5	1 100 4 80.0	0 .0 0 .0	0 .0 0 .0	0.0	0 .0 0 .0	0.0 0.0	0 .0 1 20.0	0.0 0.0	0.0 0.0	0 .3 0 .0
	TOTAL GS/GM/SES	6	5 83.3	0 .0	0.0	0.0	0 .0	0.0	1 16.7	0.0	0.0	0.0
	SERIES TOTAL	6	5 83.3	0.0	0 .0	0.0	0 .0	0.0	1 16.7	0.0	0.0	0.0
	0 STATISTICIAN											
<u>P</u>	GS 11 GS 12	1 13	0 .0 3 23.1	1 100 5 38.5	0 .0	0.0 4 30.8	0.0	0.0	0 .0 1 7.7	0.0	0.0	0.0
	GS/GM 13	4	3 75.0	1 25.0	0.0	0.0	0 .0	0.0	0 .0	0.0	0.0	0.0
	GS/GM 14 TOTAL GS/GM/SES	1 19	1 100 7 36.8	0 .0 7 36.8	0 .0 0 .0	0.0 4 21.1	0 .0 0 .0	0. 0 0. 0	0 .0 1 5.3	0.0 0.0	0.0 0.0	0.0 0.0
Р	OTHER 09 OTHER 12	1 2	0 .0 1 50.0	1 100 0 .0	0.0	0.0 1 50.0	0 .0 0 .0	0 .0 0 .0	0 .0	0 .0 0 .0	0.0 0.0	0.0 0.0
	TOTAL OTHER	3	1 33.3	1 33.3	0.0	1 33.3	0 .0	0.0	0 .0	0.0	0.0	0.0
011	SERIES TOTAL DECONOMIST	22	8 36.4	8 36.4	0 .0	5 22.7	0 .0	0.0	1 4.5	0.0	0.0	0.0
P	GS 12	2	1 50.0	1 50.0	0.0	0.0	0 .0	0.0	0 .0	0.0	0.0	0.0
	TOTAL GS/GM/SES	2	1 50.0	1 50.0	0.0	0.0	00	0.0	0.0	0.0	0.0	0.0
	SERIES TOTAL	2	1 50.0	1 50.0	0.0	0.0	0 .0	0.0	0 .0	0.0	0.0	0.0
1310	PHYSICS											
Р	GS/GM 13	1	1100	0.0	0.0	0.0	0 .0	0.0	0.0	0.0	0.0	0.0
	TOTAL GS/GM/SES	1	1 100	00	0.0	0.0	00	0.0	00	0.0	0.0	0.0
	SERIES TOTAL	1	1 100	0 .0	0.0	0.0	0 .0	0.0	0 .0	0.0	0.0	0.0
		'	1 100	0 .0	0.0	0.0	0 .0	0.0	0 .0	0.0		
1529 I	MATH STATISTICIAN	- 1	0 0	1100	0.0	0.0	0 0	0.0	0 0	0.0	-0.0	0.0
_	GS 09 GS 12	1 4	0 .0 4 100	1 100 0 .0	0.0 0.0	0.0 0.0	0 .0 0 .0	0.0 0.0	0.0	0.0	0.0	0.0
	GS/GM 13	3	2 66.7	00	0.0	0.0	1 33.3	0.0	0 .0	0.0	0.0	0.0
	GS/GM 14 TOTAL GS/GM/SES	9	0 .0 6 66.7	0 .0 1 11.1	0.0	0.0	0 .0 111.1	0.0	1 100 111.1	0.0	0.0	0.0
P	OTHER 12	1	0 .0	1 100	0.0	0.0	0 .0	0.0	0 .0	0.0	0.0	0.0
	TOTAL OTHER	1	00	1 100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	SERIES TOTAL	10	6 60.0	2 20.0	0.0	0.0	1 10.0	0.0	1 10.0	0.0	0.0	0.0

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 112

Quarterly Accession Report

Report Number: ADAM4202 (Dept)

Brief Description: Provides a summary by occupational series, grade, and duty station, of the number of agency accessions and interdepartmental gains for the quarter.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency

Sequence Of Data: Duty station

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

XX/XX/XX	. AD	AM4202	QUARTERLY AC	CESSIO	N REF	PORT – X	X/XX/XX	THR	J XX/XX	(/XX						
PAGE	1		U.S. DEPARTME	NT OF A	AGRIC	ULTURE										
						ACCESS	SIONS				NTRAD	EPARTI	/ENT	GAIN	IS	
DU	TY STATIO	NC	SERIES/	CAR	EER	CAREER	-COND	TE	MP	CAF		CAREE				1 P
T/CITY	STATE	CITY	GRADE	FT	PT	FT	PT	FT	PT	FT	PT	F.	Г	PT	FT	PT
6.0300	CALIE	BELL	1980-05			1										
6 1980	CALIF.	LOS ANGELES	1980-05			1										
6 3290	CALIF.	SAN FRANCISCO	0322-04					2								
6 3340	CALIF.	SAN JOSE	1980-05			2										
6 3770	CALIF.	STOCKTON	0322-04				1									

Title I Chapter 20 Section 5

Exhibit 113

Quarterly Report Of Employees Required To File SF-278

Report Number: SRPT1702

Brief Description: Provides a list of employees on the rolls during the reporting period who are subject to file SF-278, Financial Disclosure Report. It details the employee's title, appointment type, special employment code, and T&A contact point mailing address. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly (calendar year)

Primary Sequence: Department, agency

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

XX/XX/XX	SRPT1702	QUARTERLY REPORT OF EMPLOYEES	REQUIRED TO FILE SF-278	3		PAGE
REPORTING F AS OF XX/X	PERIOD: (/XX	DEPT U.S. DEPARTMENT OF AGR AGCY 02 AGR. MARKETING AERVICE	** SENSIT		NEL DATA – USE IS RESTRI	
LAST NAME	MID INT 1ST NAME	OFFICIAL TITLE	PP/SER./GR POS. #	TYPE SPEC APPT EMP	T&A CONTACT MAILING ADD	RESS
DOE	JANE A	SCIENTIFIC PLANNING ADVISOR	GS 0401 12 00003333	01 00	USDA-ARS NATL PROGRAM RM 1234 BLDG 009 BARC-W BELTSVILLE MI	
JONES	MARY B	SECY TYPG	GS 0430 09 00003344	01 00	USDA-FGIS-ADMINISTRATO RM 10001 P.O.BOX 99900 WASHINGTON DO	R 20990
SMITH	JOHN K	DIR. INF CENTR	GS 0251 09 00000033	06 14	USDA NFC INFO CTR P.O.BOX 60000 NEW ORLEANS LA	70160

Exhibit 114

Quarterly (Or Annual) Report Of Gains & Losses

Report Number: AECO1604 or AECO1606

Brief Description: Provides Equal Employment Opportunity (EEO) data for each minority group, the population for the beginning and end of the year, and the gain and loss activity for the entire year by grade with occupational group, pay group, and employment group. It also reflects average grade for the occupational group and pay group. Note: For each minority group, the quarterly report provides the population for the beginning and end of that quarter, and the gain and loss activity for the entire quarter by grade with occupational group, pay group, and employment group.

Production Frequency: Annual, Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group, pay group

Sequence Of Data: PATCO category, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department, agency, organizational structure to the 4th level

	(X/XX //INORIT												PERMANENT				VIDE					PAGE
PAY	GROUP-	- GS A	ND GG	à			DEPT	U.	S. DEI	PARTI	JENT	OF AGR	ICULTURE									
	UPA BL) S S E S***							ACK		TAL
GRA	DE/ LAS	T RPT	G* TO	DEPT	* EM	IPL G	RP*			*AND	OTHE	R*FRO	ARATED*CO M DEPT* EM	/IPL GI	RP*	OMOTE	D*REAS AND (<u>OF POI</u> TG THI	P AS OF S RPTG
SALA	ARÝ TO	T FEM	1* TOT	FEM	* TO	T F	EM* TO	DT	FEM	* TOT	FE	M* TOT	FEM* TO	DT FI	EM* TOT	FE	M* TOT	FEM	TO	OT FE	EM TO	T FEM
PRC	FESSIO	NAL	1	1											1	1						
04	3	1	'												2	i			1		2	1
05 06	41	17	16	8	6	1	8 3	4 3	13	5	8	2	1		38	14	1 3	1 3	36	18	551	216
07 08	78	26	30	14	3	2	46	18	6 1	5 1	10	5			51 1	22 1	4	1	98	37	1568	518
09 10	357 3	75 1	9	4	3		54 1	24 1	15 1	4	12	2	1	1	90	24	4	5	331 5	75 2	5506 80	1255 19
11 12	364 246	63 64	9 6	3			91 53	24 16	6 7	2 4	17 15	3 4	2 2	2 1	56 29	19 10	15 6	3 2	380 260	65 70		1033 659
13 14	10 3		3	2			6 1	2	2						1 1		1 1		19 4	4	563 245	
00	CUPATI 1105	ONAL 0 247					RAGE 0			21	62	16	6	4	269	92	34	15	1134	2	7124348	23765
	10.08			.16 M					- 01		- 02	10			200	- 02	10.26		10.14			9.65 10
451	UN UOTO A	TD /F																				MAL
03	INISTRA 1	ATIVE																	1			1
04	2 53	39	1 22	13	3	2	7	7	21	17	3	3	1	1	1 46	35	2 8	7	48	32	2 258	2
05 06	2	1	22				2	2			3			'			8		48	32	138	191 134
07 08	102 4	72 3	31	18	5	3	62 3	47	38	31	11	5 1			84 1	65 1	10 2	3	133 3	98 1	1128 94	904 86
09 10	265 1	180	16	8	1		96	72	11	11	16	9			95	71	5	4	273 1	187	2126 1 43	
11	308 359	190 175	11 19	10	4 2		100 84	72 57	9	4	16 25	9	1	1	77 66	53 37	6 10	6	332	210	3080	1397
12 13	19	8	19				9	3	10	5	<u>25</u>	12			1	1	10	0	373 25	190 10	3543 258	46
	UPATIOI																		1_	1_	13	2
14			100 0.57 N		15	9	363	260	90	69	74	39	2	2	371	263	43 10.5	28 54 MAL	<u>1195</u> E 10.18		<u>4 10684</u> 95 10.32	5255 9.62 11.0
14	1117 10.19	9.94 1																				MA
14		9.94 1																				
TEC	10.19 HNICAL	9.94 1	1	1	1						1				3	1			2		22	12
TEC 02 03	10.19 HNICAL 1 23	8	4 16	1	1 5	1	3	2	8	5	1 7	2	4	1	3 18	1 8	1	1	2 25	4	211	12 93
TEC	10.19 HNICAL 1			1 17 18	5	1 10 11	3 29 95	2 17 62	8 24 21	5 15 19		2 14 13	8 2	1 2 1	18 72			1 16 44	25 117	49	211	93 124

Title I Chapter 20 Section 5

Exhibit 115

Quarterly Report On Continuation Of Pay For OWCP

Report Number: AECO2402

Brief Description: Provides a list of employees who discontinued receiving compensation from the Office of Worker's Compensation during the reporting period. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly ▶ (Calendar

year)∢

Primary Sequence: Department, agency, POI

Sequence Of Data: Pay plan, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

AGENCY REPORT	DEPT- USDA		** SENSITIVE P	PERSONNEL DA	TA – US	E IS RE	STRICTE	D **	
	AGCY- OPT								
PAY PLAN*GR & *		AGCY &*DUTY		CONTRACT		K PAYMT		AMOUNT	
SERIES* STEP*EMPLOYEE NAME	SOC SEC NO*QTR*E	MP OFF*STAT	E CITY	SALARY	DAYS	HOURS	RATE	PAID	AF
AD 0000 09 1 NE SMITH	000-55-9988 4 11	0511 CA	LOS ANGELES	8.23PH	1.00	8.00	8.23	65.84	0
AD 0000 09 1 J JONES	000-65-7878 4 11		LONG BEACH	7.02PH		104.00	7.02	730.08	0
AD 0404 00 0 DJ WILLIAMS	000-51-3334 4 02	0306 NM	LUNA	4.59PH	30.50	244.00	4.59	1,119.96	1
AD 0083 00 0 J DOE	000-52-2234 4 37		GRANTS PASS	5.50PH		136.00	5.50		1
S 0301 00 4 CWGIFF	000-67-0987 4 01	5260 DC	WASHINGTON	66400.00PA	2.00	16.00	31.92	510.72	_1
AGENCY TOTAL 5 EMPLOYEES					63.50			3,174.68	

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 116

Quarterly Report On RIF

Report Number: SRPR2302 **Primary Sequence:** Department

Sequence Of Data: Agency code **Brief Description:** Provides a summary by agency of the number of permanent full-time employees and permanent part-time employees separated by a

reduction in force (RIF).

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Production Frequency: Quarterly (fiscal year)

Available Distribution Levels: Agency

XX/XX/XX	SRPR2302	QUARTERLY RE	PORT ON RIF	- FROM XX/XX/X	X THRU XX/XX/X	X PAGE	1	
		U.S. DEPAR	TMENT OF AGI	RICULTURE				
		AGENCY	SEPARATION PFT	IS BY RIF PPT				
		AGENCY	PFI	PPI				
		02-AMS		1				
		07-FMHA 11-FS	1 2					
		11-F3 12-OGPA	3					
		12-OGPA 34-APHIS 36-FGIS	1 3					
		DEPT TOTAL	10	1				
<u></u>								

Title I Chapter 20 Section 5

Exhibit 117

Quarterly (Or Annual) Special Pay Report 1

Report Number: ADAM5002

Brief Description: Provides a list by employee name of the number of hours and amount paid for overtime, holidays, Sunday differential, hazard, cash awards, and compensatory time. This report contains sensitive data; use is restricted.

Production Frequency: Quarterly/Annual (fiscal year)

Primary Sequence: Department, agency, organi-

zational structure

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission, microfiche

Available Distribution Levels: Department, agency, organizational structure to the 4th level

UN DATE XX/ AY QTR 1 FIS	CAL QTR 2			207.1111	ERLY SPECIAL F		PERSONNEL DATA	- USE IS RESTRI	PAGE CTED **
ROM XX/XX/>	(X – XX/XX	/XX	DEPT AG	U.S. DEPARTMENT	OF AGRICULTI				
				OFFICE OF FINANC			01 OFFICE OF THE		
						LVL4 0	000 OFFICE OF THE	E DIRECTOR	
OCIAL		PP	AUO HRS/P	CT OT HRS	HOLI-HRS	SUN-DIFF HRS	NGHT-DIFF HRS	ENVIR-DIFF PAY	CASH AWARDS
NAME 00-10-2222		GR	AUO PAY	OT PAY	HOLI-PAY	SUN-DIFF PAY	NGHT-DIFF PAY	HAZARD PAY	COMP TIME P
		GS	.00	3.25	.00	.00	.00	.00	.00
DOE	J	08	.00	63.57	.00	.00	.00	.00	.00
00-11-0009		GS	.00	.00	.00	.00	.00	.00	1500.00
SMITH	Α	08	.00	.00	.00	.00	.00	.00	.00
LVL4	TOTALS		.00	3.25	.00	.00	.00	.00	1500.00
			.00	63.57	.00	.00	.00	.00	.00
LVL3	TOTALS		.00	3.25	.00	.00	.00	.00	1500.00
2,20	10 17 120		.00	63.57	.00	.00	.00	.00	.00

Exhibit 118

Quarterly (Or Annual) Special Pay Report 2

Report Number: ADAM5004

Primary Sequence: Department, agency, organizational structure

Brief Description: Provides a list of employees with over a specified amount of hours requested by the agency. This report contains sensitive data; use is Sequence Of Data: Social security number

restricted.

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission, microfiche

Production Frequency: Quarterly/Annual (fiscal year)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

UN DATE XX/X AY QTR 1 FISC		DAM500	4	QUARTE	ERLY SPECIAL F				PAGE
ROM XX/XX/X		/XX				** SENSITIVE	PERSONNEL DATA	A - USE IS RESTRI	CTED **
					OF AGRICULTU		01 011 01 ADMN		
			AGCY 37 FSIS			LVL3			
MPLOYEES EX	CEEDING	40 HRS	OF SPECIAL PAY			LVL4 00	000		
	1022231110								
OCIAL NAME		PP GR	AUO HRS/PCT AUO PAY	OT HRS OT PAY	HOLI-HRS	SUN-DIFF HRS	NGHT-DIFF HRS NGHT-DIFF PAY	ENVIR-DIFF PAY HAZARD PAY	
NAIVIE 00-10-2222		GH	AUU PAY	OT PAY	HULI-PAY	SUN-DIFF PAY	NGHT-DIFF PAY	HAZARD PAY	COMP TIME P
00 10 2222		GS	.00	3.25	.00	.00	.00	.00	.00
DOE	J	80	.00	63.57	.00	.00	.00	.00	.00
00-11-0009		GS	.00	.00	.00	.00	.00	.00	1500.00
SMITH	Α	08	.00	.00	.00	.00	.00	.00	.00
IVI 4	TOTALS		.00	3.25	.00	.00	.00	.00	1500.00
			.00	63.57	.00	.00	.00	.00	.00
LVL3	TOTALS		.00	3.25	.00	.00	.00	.00	1500.00

Title I Chapter 20 Section 5

Exhibit 119

Quarterly (Or Annual) Special Pay Report 3

Report Number: ADAM5006 Sequence Of Data: Transaction codes

Brief Description: Provides a summary of totals by

special pay transaction codes.

Production Frequency: Quarterly/Annual (fiscal

year)

Primary Sequence: Department, agency, organi-

zational structure

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission, microfiche

Available Distribution Levels: Department, agency, organizational structure to the 4th level

	ATE XX/XX/XX ADAM5006 R 1 FISCAL QTR 2		QL	JARTERLY SPECIAL PAY REPORT 3	3			PAGE
		AG U.S. DEF	ART	MENT OF AGRICULTURE LVL:	2 70 NA	TIONAL	L FINANCE CENTER	
	AGCY	90 OFFICE	OF FI	NANCE & MGT.				
	DIFFERENTIAL			PREMIUM PAY			OTHER PAYMENTS	
TC		-	TC			TC		
04	SUNDAY DIFFERENTIAL HRS	1634.75	18	OT GRAIN APPEAL HRS	.00	42	LUMP SUM HRS	3798.0
05	SUNDAY DIFFERENTIAL PAY	3977.54 1167.00	19	OT GRAIN APPEAL PAY OT OVER 8 HRS	.00 48.75	43	LUMP SUM PAY COMP-TIME PAID HRS	63094.0
05	SUN DIFF W/NIGHT D HRS SUN DIFF W/NIGHT D PAY	4365.56	19	OT OVER 8 PAY	48.75 422.46	43	COMP-TIME PAID HRS	.C O.
	SUN DIFF W/NIGHT D FAT		26	OT OVER 8 W/NIGHT D HRS	.50		COMP-TIME PAID AIMT	
	TOTAL DIFFERENTIAL HRS	2801.75	20	OT OVER 8 W/NIGHT D PAY	4.00		TOTAL OTHER PAY HRS	3798.0
	TOTAL DIFFERENTIAL PAY		30	OT CALLBACK HRS	.00		TOTAL OTHER PAY AMT	63094.0
				OT CALLBACK PAY	.00			
		;	31	HOLIDAY WORKED HRS	.00			
				HOLIDAY WORKED PAY	.00			
		;	34	FLSA HRS	376.75			
			4.4	FLSA PAY STANDBY - AUO HRS	125.45			
		•	41	STANDBY - AUO HAS STANDBY - AUO PAY	.00 .00			
				STANDBT - AUG PAT	.00			
				TOTAL PREMIUM PAY HRS	426.00			
				TOTAL PREMIUM PAY AMT	551.91			

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 120

Questionable Union Dues

Report Number: BEAR7073

Brief Description: Provides a list of employees whose personnel records indicate that the employee belongs to a union, but whose Bargaining Unit Status (BUS) code indicates that the position is ineligible for inclusion in a bargaining unit. This report contains sensitive data; use is restricted.

Production Frequency: Even-numbered pay

periods

Primary Sequence: Agency

Sequence Of Data: POI, Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: POI

REPO	RT NO. I	BEAR7073		NATIO QUES	NAL FINANCE C TIONABLE UNIO	N DUES	3		PAGE 2 14X	
401/	F.0	000 0005	LACTNAME	000 0E0 NO	DUTATION				NNEL DATA - USE IS RESTRICTED **	
AGY	E.U.	ORG CODE	LAST NAME	SOC SEC NO	DUTYSTATION	BUS	UNION	LOCAL	PAY PERIOD XX, 1990	
03	4860	30 36 3630	JONES	000 44 2345	19 0230 169	7777	52	2315	14X1	
03	4860	10 19 1935	MAE	000 56 4567	42 9515 091	8888	01	0125	14X1	
03	4860	10 12 1280	MOZ	000 11 5555	24 0100 033	7777	52	3147	14X1	
03	4860	30 36 3620	SMITH	000 22 0088	17 6850 143	8888	52	3247	14X1	
03	4860	50 53 5325	WILLIAMS	000 32 6218	06 0020 001	8888	52	1657	14X1	
	TOTAI	EMPLOYEES	EO - : 5							

Title I Chapter 20 Section 5

Exhibit 121

Record Of Documents Deleted Manually

Report Number: ADJP0803

Brief Description: Provides a list of records deleted from the Adjustment Processing System (ADJP) during the pay period. The report is sorted by social security number. This report contains sensitive data;

use is restricted.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: POI

ATE: XX/XX/ XX		U.5	DEPARTMENT	OF AGRICULTURE DATAUSE IS RESTR		ADJPOBO3 PAGE 1
ENCY: 37		SENSITIV	PERSONNEL	DATAUSE IS RESTR	ICTED	PAGE 1
		os chan	OF DOCUMENT	TO DELETED MANUALLY		
JBMITTING FFICE NO: 4830		RECOND	FROM ADJIP	4316 BY NFC		
FICE NO: 4830		· · · · · · · · · · · · · · · · · · ·	PAY P	R100 20		
<u>. </u>						
SOCIAL	TRANSACTION	AD. II	USTMENT	ADJUSTMENT		PASS ADJUSTMENT
SECURITYNUMBER	TYPE	PAV	PERIOD	YEAR	DEBIT/CREDIT	DELETED
808 706880	I LIMP SIIM		19	95	DEBIT	03
800700000	REASON FOR DELETION:	-DUPLICA	TE RCD			03
000526806	LUMP SUM		19	95	71830	
	REASON FOR DELETION:	-DUPLICA		95	DEBIT	04
000504354	LUMP SUM REASON FOR DELETION:	TOURI TEA	19 TE BCD			
	REASON FOR DELETION.	20,5101	,			
				<u> </u>		
•						
						
			· · · · · · · · · · · · · · · · · · ·			
	•					

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 122

Record Of Leave Data

Report Number: SF-1150 Primary Sequence: Department, agency,

employee name

Brief Description: Issued either to transfer employee leave balances to another department or to certify the leave balances when an employee separates from Government service. This report contains sensitive data: use is restricted.

Sequence Of Data: N/A

Available Distribution Levels: POI

Other Sources For This Report:: RFQS, Record

of Leave Data

Available Media: Hard copy, electronic

transmission

Production Frequency: Pay period

							REC	CORD O	FL	EAVE DATA						
1 Name (Last, Firs	t, Middle)				2	Social	Security N	umbe	er	3 (For agency	use)				
4 Date and Nature	of Sepai	ration				5	A Sub	iect to 5 U.	S.C.	6304(B) (45 day leave ceiling)			Yes			No
										o 5 U.S.C. 6304(B)	C Annual Leav (Hours)	e Bala	ince as	of Tha	t Date	
6 Total Service for Leave (as of Dat of Separation)	te															
SUM	MARY (OF ANN	IUAL AN	D SICK	LEAV	E				SUMMA	ARY OF HOME L	EAVE				
7 Carryover Bal-	MO	DAY	YEAR			HOU			18					МО	DAY	YEAR
ance From Prior Leave Year Ending				Ann	ual	Sic	k	Restored		Months of Continuous Service Abroad:		e Star e Com	ted pleted			
8 Current Leave		. .							10	Current 12 Months Accrual P	Period			MO	DAY	YEAR
Year Accrual Thr (if 90 day restrict explain in remark	tion appli	y Period icable,	d Ending							Began on	enou			IVIO	DAI	ILAN
9 Total		A /								Hours Absent Without Pay S	ince					
10 Reduction in Cr 11 Total Leave Take Date of Separa	en. Curre								20	That Date Current Balance (or accrual)	as of			МО	DAY	YEAR
12 Balance													-			
13 Total Hours Paid										Number of Days	(5) (0					
(includes		s for ho	lidays)						21	Twelve Months Accrual Date	as of Date of Se	paratio	on			
14 Salary Rate(s) F	er Hour				МО	DAY	VEAR	HOURS	22	2 Dates Leave		FROM	1	1	ТО	
Lump Sum Leave D	ates (if i	part-time	9	From	IVIO	DAI	ILAN	1100113	22	Used Prior 24	MO	_	YEAF	МО	DAY	YEAR
tour, explain in Ren		Part 11111		Thru					1	Months						
a Restored				From Thru												
b Annual Leave Ab	ove Ceil	ina		From					1							
		•		Thru					t							
c Annual Leave Wi	ithin Ceil	ing		From												
	ARSE	NCE WIT	HOUT PAY	Thru					1							
16 During Leave Y								Hours		MILITARY LEAVE		FROM	1		ТО	
17 A Date of Last					МО	DAV	/ YEAF	2	23	MILITARY LEAVE During Current Calendar Year A Regular- Active Duty	MO	DAY	YEAF	МО	DAY	YEAR
17 A Date of Last	Lquivaie	ant more	436		IVIO	DAI	ILA	1		or Training						
B Total AWOP military servi							t during	Hours	1	B Special- Civil Disturbance						
24 Remarks (included)					<u> </u>								•			
25 Certified Correc	t By (Sig	nature)						26 Title,	Agei	ncy, Address, Telephone Numb	oer				27 D	ate
1150–114								1			CI	IVIL SI	ARD FO ERVICE	COM	MISSIC	

Exhibit 123

Report Of Federal Employment And Wages For Three Months Period Ending (Month/Year)

Report Number: PAYE4702

Brief Description: Provides a summary of the number of agency personnel employed within a city and state. It displays their total salaries and wages for the quarter and states the number of female employees within the overall group.

Production Frequency: Quarterly (leave year)

Primary Sequence: Department, state, agency

Sequence Of Data: City code

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

JN DATE)	XX/XX/XX PAYE4702	U.S. DEPARTMENT	OF AGRI	CULTUI	RE			PAGE	1	
		REPORT OF FED	ERAL EN	MPLOYN	IENT AN	ID WAGES				
TATE: 01	AL	FOR THREE MON	THS PER	IOD EN	DING MA	AR. 19XX				
AGCY: 02	AGRICULTURAL MARKETIN	IG SERVICE								
		# OF EMP ENDING N				OTAL SALARIES WAGES FOR QTR	# OF FEMAL PP ENDING			
CITY		1ST MO 2			7,140	W.GEOT OR GITT	1ST MO 2			
0010	ABBEVILLE	3	3	3	\$	25,689.00	0	0	0	
0030	ADDISON	1	1	1	\$	7,445.65	1	1	1	
0050	ALBERTSON	2	1	1	\$	13,445.90	0	0	0	

Exhibit 124

Report Of Leave And Development Of Leave Factors

transmission

Other Sources For This Report:: None

Available Media: Hard copy, electronic

Report Number: PECO.F0302 Sequence Of Data: Accounting Station

Brief Description: Provides an annual summary of leave hours (e.g. annual, sick, compensatory, administrative, military, etc.) by accounting station.

Production Frequency: Annual (leave year)

Primary Sequence: Agency Available Distribution Levels: Agency

PECO.F0302	U S DEPARTMENT OF AGRICULTURE
	SOIL CONSERVATION SERVICE
REPOR	T OF LEAVE AND DEVELOPMENT OF LEAVE FACTORS
	LEAVE YEAR 19XX
ACCOUNTING STATION 0051	DATE XX/XX/XX
DESCRIPTION	
1. DUTY HOURS PER PAY PERIOD 2. ANNUAL LEAVE FORFEITED	18,224.00 3.28.00
3. ANNUAL LEAVE EARNED 4. ANNUAL LEAVE USED	19,622.00 10,242.00
5. SICK LEAVE EARNED 6. SICK LEAVE USED	11,387.00 3,777.50
7. COMPENSATORY LEAVE EARNED 8. COMPENSATORY LEAVE USED	358.75 336.00
9. ADMINISTRATIVE LEAVE USED 10. REGULAR MILITARY HOURS USED	7,859.00 336.00
11. EMERGENCY MILITARY HOURS USED	.00
12. LEAVE WITHOUT PAY 13. ABSENCE WITHOUT LEAVE	6,011.75 .00
14. SUSPENSION	.00
15. LEAVE CREDITS LOSS - ANNUAL 16. LEAVE CREDITS LOSS - SICK	322.00 292.00
17. TOTAL AVAILABLE MAN HOURS #LINE 1 TIMES 26#	473,824.00
18. PROJECTED ANNUAL LEAVE ACCRUALS 19. TOTAL OTHER LEAVE #LINES 6,9,10,11,12,13&14#	42,720.00 17,984.25
20. TOTAL PAID LEAVE #LINES 4,6,9,10,11#	22,214.50
21. ANNUAL LEAVE FACTOR #SEE NOTE 1# 22. OTHER LEAVE FACTOR #SEE NOTE 2#	0.10341 0.02898
23. VALUE OF ANNUAL LEAVE FORFEITED	.00

Title I Chapter 20 Section 5

Exhibit 125

Report Of Retirements

Report Number: AECO37T4

Brief Description: Provides a list of employees for whom a retirement action has been processed either in the pay period of the report or in the preceding pay period. It also states the type of retirement. This report contains sensitive data; use is restricted.

Production Frequency: Even-numbered pay

periods

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Report

of Retirements

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: POI

PREPARED XX/XX/XX AEC	O37T4			REPOR1	OF RE	TIREM	IENTS -	AS O	F XX/X	(X/XX			PAGE 1
AG 03 03 AGRICULTURAL I	RESEAF	RCH SERV	ICE				P	OI	4860	BELTSVILLI	E, MD		
						,	** SEN	SITIVE	PERS	SONNEL DATA	A - USE IS RES	TRICTED **	ODEDITABLE
			ORG. S	TRUCTURE	CODES	PAY	OCC	GRA	DE OR	BIRTH DA	ATE DUTY	TYPE OF	CREDITABLI SERVICE
EMPLOYEE NAME /			2 3	4 5 6			N SERIE				STATION		IT YRS MODA
RESIDE	NCE									POSITION 1	TTLE		
DOE, JAMES J			60 66 6	612 22 00 0	0 00	GS	0802	09		04/29/30	0270 059 13	OPTIONAL	24 05 26
BOX 1111 SAME ROAD				RETIREM	ENT DA	ATE	XX/X	X/XX		ENGRG TE	CHNCN		
WATKINSVILLE	GA	30677											
JONES, MARY			50 54 5	442 05 00 C			0440				1020 017 38	OPTIONAL	30 00 09
P O BOX 1234 FARGO	ND	58105		RETIREM	ENT DA	ATE	XX/X	X/XX		RES GENE	INS		
FANGO	ND	36103											
SMITH, JOHN			50 53 5	301 00 00 C						04/07/30		OPTIONAL	24 10 2
666 ANYSTREET LANE WALNUT CREEK	CA	94598		RETIREM	ENT DA	ATE	XX/X	X/XX		AGRL ADM	}		
EMPLOYIN	IG OFFI	CE TOTAL	. 3										

Exhibit 126

Report Of TSP Separations For Pay Period XX

Report Number: CULPTSPS

Brief Description: Provides a list of employees participating in the Federal Employees Retirement System (FERS) Thrift Savings Plan (TSP) at separation. This report contains sensitive data; use is

restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

REPORT ID:	CULPTSPS									PAGE	1
ATE	XX/XX/XX			REPORT	OF TSP SEPARA	TIONS FOR PA	Y PERIOD X	X		FAGE	'
					** (SENSITIVE PE	ERSONNEL	DATA - USE	E IS RE	STRICTED *	*
EPARTMENT											
GENCY: ON:	02 4822										
ON.	4022										
EMPLOYE	EE NAME	SSNO	DET	RET-CSR	TS-VESTING	TS DEI	DUCTION	VTD TS DI	EDLICT	TYPE SEP	FROZEN
LAST	FIRST	(COV-CD	DATE	DATE	TYPE	FACTOR	11D-13-DI		TRANS REG	
OOE SMITH	JANE JOHN	000-11-0000 000-33-3333	K :	XX/XX/XX XX/XX/XX	XX/XX/XX XX/XX/XX	N/A N/A	.0000		00	X X	
WILLIAMS	BEN	000-33-3333		XX/XX/XX	XX/XX/XX	%-BASE	.0200	4.4		x	
TOTAL	EMPLOYEES IN S	ON: 3									
TOTALE	EMPLOYEES IN S	OUN: 3									
TOTAL E	EMPLOYEES IN A	GENCY: 3									
		GENCY: 3	3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								
			3								

Exhibit 127

RIF'd Employees Covered By CSR & Eligible For Discontinued Service Retirement

Report Number: SRPR3302 (Report 1)

Brief Description: Provides a list of employees covered by Civil Service Retirement (CSR) and eligible for discontinued service retirement.

Production Frequency: Monthly (SF-113 cutoff)

Primary Sequence: Department, geographic loca-

tion, employment group

Sequence Of Data: Agency, appointment type

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

XX/XX/X	Y SE	2PR330) RF	PORT 1 F	SIE'D EMPLO	VEES COVER	ED BV CS	SR /	. FII	IGIBLE FOR F	DISCONTINUED SERVICE RETIREMENT PAGE 1
REPOR FROM	TING PE	ERIOD:		GE	EOG COV: TX	(ALL BUSINESS			ΕM	MPL GRP: PF	
				DATE OF		PAY PLAN/				DATE OF	NOA
						SER./GRADE	PATCO				
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1199 08	Α	Е	F	XX/XX/XX	90452
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1199 07	Α	Е	М	XX/XX/XX	90452
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1166 09	Α	Е	М	XX/XX/XX	90452
31	08	1	K	XX/XX/XX	XX/XX/XX	GS 1166 08	Α	Е	М	XX/XX/XX	90452
AGCY T	OTAL	00004 E	MPL	OYEES.							
STATE T	OTAL	00004 E	MPL	OYEES.							
DEPT T	OTAL	00004 E	MPL	OYEES							
								_			
								_			
								_	—		
								_			

Exhibit 128

RIF'd Employees Covered By CSR & Not Eligible For Discontinued Service Retirement

Report Number: SRPR3302 (Report 2)

Brief Description: Provides a list of employees covered by Civil Service Retirement (CSR) and not eligible for discontinued service retirement.

Production Frequency: Monthly (SF-113 cutoff)

Primary Sequence: Department, geographic loca-

tion, employment group

Sequence Of Data: Agency, appointment type

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

XX/XX/XX SRPR3302 REPORT 2 RIF'D EMPLOYEES COVERED BY CSR & NOT ELIGIBLE FOR DISCONTINUED SERVICE RETIREMENT REPORTING PERIOD: GEOG COV: TX EMPL GRP: PFI	PAGE 1
FROM XX/XX/XX - XX/XX/XX DEPT SMALL BUSINESS ADMINISTRATION	
AG TYPE TYPE RET DATE OF SCD PAY PLAN/ RACE/ DATE OF NOA	
CY APPT EMPL COV BIRTH RETIREMT SER./GRADE PATCO SEX SEPARATN CODE	,
31 08 1 1 XX/XX/XX XX/XX/XX GS 0333 08 1 E F XX/XX/XX 90452	
31 08 1 1 XX/XX/XX XX/XX/XX GS 0399 07 C E F XX/XX/XX 90452	
AGCY TOTAL 00002 EMPLOYEES	
STATE TOTAL 00002 EMPLOYEES	
DEPT TOTAL 00002 EMPLOYEES	

Title I Chapter 20 Section 5

Exhibit 129

Section 912, U.S. Overseas Civilian Allowances

Report Number: PAYE48A1

Brief Description: Provides a list of overseas employees and the amounts of various payroll/personnel and travel allowances. This report contains sensitive data; use is restricted.

Production Frequency: Every 5 years; 1998, 2003,

2008, etc.

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

ATE PREPARED	: MM/DD/YY	PAYE48A1					SECTION 91	2						
				U	.S. (RSEAS CIVILIALENDAR YEA		ANCES					
DEPARTMENT:	AG					U)	ALENDAR TEA		SENSITIVE F	PERSONNE	L DATA – U	SE IS RE	STRICTED	**
AGENCY: AGRI	CULTURAL RE	SEARCH SERV	ICE											
POI: 5111				C	G	F	LIVING		SEPARATE		HOME		HOME	REST &
SSN	LAST NAME	BASE SALARY	CN	Т	R	Α	QUARTERS	POST ALLOW.	MAINT.	ED ALLOW.	LEAVE	ED TRAVEL	LEAVE	RECUP.
000-11-2222	SMITH						0.00	0.00	0.00	0.00	760.20			

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 130

Semi-Annual Accounting Data

Report Number: BEAR7077 Primary

Brief Description: Provides a list of accounting data for each employee within an agency and is sorted by accounting distribution. This report contains

sensitive data; use is restricted.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

year) Available Distribution Levels: Agency

EPORT NO. BEAR70)77			AL FINANCE	CENTER UNTING DATA	PAGE 1 DATE XX/XX/XX	
			SEIVII-AI	NINUAL ACCO			
					** (SENSITIVE PERSONNEL DATA – USE IS RESTRICTED) **
ACCOUNT DISTRIBL	T LAST NAME 8	& INITIALS	SOC SEC NO.	TYPE APPT	TYPE EMP	ORGAN STRUCTURE* ASCS VERIFICATION LISTING *	11T
(9900000001	JONES	ΑВ	000 44 0001	06	1	02 70 25 0001	11T
(99000000002	LEE	DK	000 56 0002	06	1	02 14 00 0007	11T
(99000000003 (99000000007	BROWN SMITH	FR JA	000 11 0003 000 22 0004	06 06	<u>1</u>	02 65 70 0001 02 48 80 0010	11T 11T
(99000000009	WILLIAMS	ĽĈ	000 32 0005	06	<u>i</u>	02 47 70 0010	<u> 111</u>
TOTAL EMPL	OYEES EO - : 5						
TOTAL EMPL	OYEES EU - : 5						

Title I Chapter 20 Section 5

Exhibit 131

Semiannual Listing Of Separated Employees

Report Number: SRPR1504

Brief Description: Provides a list of employees who have separated during the reporting period. This report contains sensitive data; use is restricted.

Production Frequency: Semiannual (leave year)

Primary Sequence: Department, agency

Sequence Of Data: Duty station, employee name

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department,

agency

(X/XX/XX REPORT	NG PER				L LISTING		**			SONNEL	DATA -	USE IS R		PAGE D **
FROM X	X/XX/XX	- XX/XX/XX	DEPT	U.S. DEI	NT OF AGR		<u>IE</u>							
OUTY STA		DDES AND NAME		EMP LAST	E NAM FIRST			TYPE GR APPT				RATN NOA	LAST ENT PRES GF	
of CITY	SIAIE	CITY		LASI	FIRST	IINI	PP SER	GR APPT	2 3	4 :	CODE	DATE	PRES GF	5.0.1
5 2320		LITTLE ROCK		DOE	JANE		GS 1981					XX/XX/XX		
5 2320		LITTLE ROCK		JONES	MARY	S	GS 1981					XX/XX/XX		
5 2320 5 2320	AR AR	LITTLE ROCK LITTLE ROCK		SMITH WILLIAMS	JOHN SUE	K	GS 1981 WG 3502	02 09	08 09	0200 18	3 905-03 3 905-03	XX/XX/XX XX/XX/XX	(099805	0000
CITY TO		4		***************************************	002			02 00	00 00	0200		70470470		0000

Exhibit 132

Semi-Annual (Or Annual) Minority Report

Report Number: AECO1204 or AECO1206

Brief Description: Provides Equal Employment Opportunity (EEO) data reflecting the population by sex, race, and national origin in the professional, administrative, technical, clerical, and other (PATCO) category, occupational series, and grade. It also provides the average grade by occupational group and pay group.

Production Frequency: Semiannual/Annual (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 4th level

	EMPLOYMENT	GROUP - I	NTERMITTE		RT MANEN	IT EMP		RQ PR				PAGE	. 00
AND GG	C	EPT U.S.	DEPARTMEN	NT OF A	AGRICU	LTURE							
	А	GCY- 02	AGR. MARK	ETING	SERVIC	DE .							
BLACK HISP	ANIC AM IN/AK	ASIAN/PA	C WHITE	***TUI	OTO S	***	POP AS OF LAST RPTG MINOR FEM	OF TOT	POP	OF TOT F	OP		
	TEM TOT TEM	101 120											
GRDNG													
<u>1</u>				1	1		1	100.0		100.0			
1				1	1		1	100.0		100.0			
7.00	7.00			7.00	7.00	7.00	7.00						
1 7.00				1 7 00	1 7 00		1 7 00	100.0		100.0			
	7.00				7.00	7.00	7.00						
1				1	1		1	100.0		100.0			
5	1			5	5	1	5	100.	0 20.00	100.0 20.0	00		
													_
	BLACK HISP TOT FEM TOT GRDNG 1 1 7,00 1 1	BLACK HISPANIC AM IN/AK TOT FEM TOT FEM TOT FEM GRDNG 1 1 1 7.00 7.00 1	AGCY- 02 BLACK HISPANIC AM IN/AK ASIAN/PA TOT FEM TOT FEM TOT FEM TOT FEM 1 1 7.00 7.00 7.00 1	AGCY- 02 AGR. MARK BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE TOT FEM TOT FEM TOT FEM TOT FEM 1 1 1 7.00 7.00 7.00 1	AGCY- 02 AGR. MARKETING BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE ***POF ***THIST	AGCY- 02 AGR. MARKETING SERVICE BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE TOT FEM TOT FEM TOT FEM TOT FEM TOT FEM TOT MINOF ARRONG 1 1 1 1 1 1 1 7.00 7.00 7.00 1 1 1	AGCY- 02 AGR. MARKETING SERVICE BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE ****POP AS OF*** ****THIS RPTG**** TOT FEM TOT FEM TOT FEM TOT FEM TOT FEM TOT MINOR FEM TOT MINOR	AGCY- 02 AGR. MARKETING SERVICE BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE ****POP AS OF**** POP AS OF LAST RPTG ****THIS RPTG**** LAST RPTG ****THIS RPTG***** LAST RPTG ****THIS RPTG ***THIS RPTG ****THIS RPTG ****T	AGCY- 02 AGR. MARKETING SERVICE BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE ****POP AS OF*** LAST RPTG OF TOT TOT FEM TOT MINOR FEM MINOR	AGCY- 02 AGR. MARKETING SERVICE BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE ****POP AS OF*** LAST RPTG OF TOT POP	AGCY- 02 AGR. MARKETING SERVICE BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE ****POP AS OF**** POP AS OF LAST RPTG OF TOT POP OT	AGCY- 02 AGR. MARKETING SERVICE	AGCY- 02 AGR. MARKETING SERVICE BLACK HISPANIC AM IN/AK ASIAN/PAC WHITE ****POP AS OF*** LAST RPTG OF TOT POP OF TOT P

Exhibit 133

Semi-Annual (Or Annual) Report Of Separations, CAO Promotions & Reassignments

Report Number: ADAM0302

Brief Description: Provides a summary, by nature of action code within occupational series and grade of the separations, retirements, and changes in appointing office (CAO) promotions and reassignments.

Production Frequency: Semiannual/Annual

(calendar year)

Primary Sequence: Department, agency

Sequence Of Data: Occupational series, grade

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission, microfiche

Available Distribution Levels: Department, agency, organizational structure to the 4th level

	ATE XX/	,								ΓΙΟΝΑL								 			
AY GR	OUP- G	SS/GC	ì							ARTME S & ST				URE							
						AC	<u> </u>	.o FF	CKEN	3 a 31	OCKTA	AND AL	JIVIIIN.								
		NTNS	S SEP-	2 STRANSA NO. N	#3 EPRAT LL OTH AC	ER		MNT NAL	DISBI	EMNT F	ALL OT	EMNT T	COL	7DIV	MOTIC -FROI	MREAS	-FRO	%RA	TE T		#14 %RATE 13DIV PFT
0318	SECRE 90199		•																		
ER TOT	3	1												3333 1111							3333 1111
0511	AUDITII	NG																			
11 GR TOT	90199 19		90101 90199	2 2		9	0885	2 2					5.	2631						5.:	2631
09 SR TOT	90199 6	1 1											1.	1666						1.	1666
SER TO		3		2 2				2 2						1578 0982							1578 0982

Exhibit 134

Semi-Annual (Or Annual) Report Of Special Employment Programs

Report Number: SRPR0904

Brief Description: Provides gain and loss activity for an agency's special employment programs. A total count of employees participating in this program is depicted for the beginning and ending dates of the reporting period.

Production Frequency: Semiannual/Annual (SF-113 cutoff)

Primary Sequence: Department, agency, POI

Sequence Of Data: Special employment programs

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department, agency, organizational structure to the 4th level, POI

XX/XX/XX SRPR0904		SEMI-ANNUAL REPORT C	F SPEC	AL EMPLOYMENT PRO	OGRAMS		PAGE 1
REPORTING PERIOD: FROM XX/XX/XX - XX/XX/XX	DEPT	U.S. DEPARTMENT OF AG		IRE			
	AGCY 03 POI 4860 BEL	AGR. RESEARCH SERVIC FSVILLE, MD 20705	E				
		******* GAINS *****	,	******* LOSSE	S ******		
	ON-BOARD (XX/XX/XX)	APPT CONVERSIONS		CONV TO CAREER SPEC AUTH	CONV TO CAREER-OTHER	OTHER	ON-BOARD (XX/XX/X)
	А	в с	D	E	F	G	Н
HANDICAP PROGRAMS							
1. 700 HR 2. SCH A(U)	3 11		1				3 12
3. SCH A(T)	3		4				7
4. SCH B(K)							
SPECIAL EXCEPTED							
5. SCH A(X)							
6. SCH A(11) STUDENT PROGRAMS CO	-OP						
7. SCH B(A)-BACH	23						23
8. SCH B(B)-GRAD 9. SCH B(C)-ASSOC	11						1
10. SCH A(G)-ASSOC							
11. SCH A(Q)-ASSOC							
12. SCH A(G)-H.S. 13. SCH A(Q)-H.S.							
STUDENT PROGRAMS (OTHER						
14. FEDERAL JR. FELLOW	6						(
15. STAY IN SCHOOL 16. SUMMER AID	49 1		31				8
VETERAN PROGRAMS							
17. VRA 18. VRA-ELIGIBLE TEMP	12 2		19				3
19. VRA-ELIGIBLE TERM	1						,
20. VRA-ELIGIBLE TOTAL 21. DISABLED-VA TRNG PGM	3 1						
22. 30 % DISABLED TEMP	·						
23. 30 % DISABLED TERM 24. 30 % DISABLED TOTAL							
WORKER TRAINEE							
25. REGULAR JOB							
26. DEVELOPMENTAL JOB 27. TOTAL							

Exhibit 135

Semi-Annual (Or Annual) Report On Accessions And Separations By Handicap

Report Number: SRPR0104

Brief Description: Provides the total number of accessions and separations for disabled veterans by handicap code. (NOTE: An annual report is also created that reflects the combined totals of the semiannual reports.)

Production Frequency: Semiannual/Annual (pay

periods 5 and 18)

Primary Sequence: Department, agency

Sequence Of Data: Handicap code

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 4th level

SEMI	ANINII IAI DE		CCESSIONS AND	D SEDADATIONS BY HAN	DICAD			PAGE 2
					DICAL			FAGE 2
				JRE				
		ETERANS		SEPARAI		/ETERA	NS	
			L	TOTAL				
3				4				
4				4				
3				3		1	1	
1								
1				2				
2	1		1					
2		1	1					
1				4				
	3	6	9		1	9	10	
	DEPT AGCY ACCESS TOTAL 3 4 3 1 1 2	DEPT U.S. D AGCY 03 AGR. A C C E S S I O N S TOTAL DISABLED V 30% OTH 3 4 3 1 1 2 1	DEPT U.S. DEPARTMEN AGCY 03 AGR. RESEARCH A C C E S S I O N S DISABLED VETERANS TOTAL 30% OTHER TOTAL 3 4 3 1 1 2 1 2 1 1	DEPT	DEPT	ACCESSIONS SEPARATIONS	DEPT	DEPT

Exhibit 136

Semi-Annual (Or Annual) Report On Cash Awards For Performance

Report Number: AECO1208 or AECO1210

Brief Description: Provides the number of performance cash awards received by sex, race, and national origin for each grade within each professional, administrative, technical, clerical, and other (PATCO) category.

Production Frequency: Semiannual/Annual (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 4th level

XX/XX/XX/ AS OR X	XX/XX/XX	X AECO1208	3			PORT ON CA P- FULL-TIM				ANCE WOF	RLD-WIDE		PAGE
PAY GROUP- GS A	ND GG					DEPT	HOUSI	NG AND URE	AN DEVE	LOPMENT			
						AGCY- 8	з но	JSING & URE	BAN DEVI	ELOPMENT			
OCCUPA						NL	JMBER	OF CASH AV	ARDS FO	OR PERFORM	MANCE		
GROUP &		BLACK		HISPANIC		AM-IND/AK	AS	IAN/PACI		WHITE		TOTA	
GRADE	TOT	AL*FEMALE	ТОТ	AL*FEMALE	ТОТ	AL*FEMALE	TOTA	AL*FEMALE	TOTA	L*FEMALE	тотл	AL**MINOR	*FEMALE
PROFESSIONAL 12	1								2		3	1	
OCC GRP TOT	1								2		3	1	
ADMINISTRATIVE 05	1	1			1	1			1	1	2	1	2
07						•			3	3	4	11	4
09 11	2	2	1		1		1	1	9 26	4 16	9 30	4	4 19
12 OCC GRP TOT	7 10	2 5	7 8	6 6	2	1	1 2	1	37 76	13 37	53 98	16 22	21 50
DCC GRP TOT	10	<u> </u>	8	0		'			70	3/	98		50
TECHNICAL 05	1												
06	2	2	3	3					4	4	1 9	1 5	9
07 08	4	3	1	1					8	6	13 1	5 1	10 1
09	1	1									1	1	1
OCC GRP TOT	8	6	5	5					12	10	25	13	21
CLERICAL													
04 05	1 3	1 3	2 1	2 1	1	1			9 13	9 12	12 18	3 5	12 17
06			1	1	1	1			3	3	4	1	4
DCC GRP TOT	4	4	4	4					25	24	34	9	33
PAY GRP TOT	_23	15	17	15	3	2	2	1	115	71	160	45	104

Exhibit 137

Semi-Annual (Or Annual) Report On Cash Awards For Suggestions

Report Number: AECO1208 or AECO1210

Brief Description: Provides the number of suggestion cash awards received by sex, race, and national origin for each grade within each professional, administrative, technical, clerical, and other (PATCO) category.

Production Frequency: Semiannual/Annual (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Agency, organizational structure to the 4th level

AY GROUP- GS	AND GG			DEPT	U.S. DEPARTMENT	OF COMMERCE					
OCCUPA						AWARDS FOR PERFOR	MANCE				
ROUP &	BLACK		HISPAN		AM-IND/AK	ASIAN/PACI	WH	HITE		TOTAL	
RADE	TOTAL*FEMA	LE TO	OTAL*FEN	IALE	TOTAL*FEMALE	TOTAL*FEMALE	TOTAL*	FEMALE	TOTAL**	'MINOR*FE	MALE
ROFESSIONAL 09			1	1					1	1	1
11 12							6 1	2	6 1		2
OCC GRP TOT			1	1			7	2	8	1	3
ECHNICAL											
06 07	1 1						1	1	1 1	1	1 1
08 10							1 1		1 1		
OCC GRP TOT	1 1	<u> </u>					3	1	4	11	2
CLERICAL											
04 05							3 1	3 1	3 1		3 1
OCC GRP TOT							4	4	4		4
CLERICAL 04							3	3	3		3
05							11	1	1		11
OCC GRP TOT							4	4	4		4
PAY GRP TOT	1 1	1	1	1_			14	7	16	2	9

Exhibit 138

Semi-Annual (Or Annual) Report On Quality Increases

Report Number: AECO1208 or AECO1210

Brief Description: Provides the number of quality increases received by sex, race, and national origin for each grade within each professional, administrative, technical, clerical, and other (PATCO) category.

Production Frequency: Semiannual/Annual (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, pay group

Sequence Of Data: Occupational group, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Available Distribution Levels: Agency, organizational structure to the 4th level

XX/XX/XX/ AS OR XX/XX/X			MI-ANNUAL REPORT GROUP- FULL-TIME			/IDE			F	PAGE
PAY GROUP- GS AND GG		DE	PT U.S. DEPARTM	ENT OF COMMERC						
		AC	GCY- 55 INTERNAT	TONAL TRADE ADM	IN					
OCCUPA				NUMBE	R OF QUALITY INCF					
GROUP & GRADE	TOTA	BLACK L*FEMALE	HISPANIC TOTAL*FEMALE	AM-IND/AK TOTAL*FEMALE	ASIAN/PACI TOTAL*FEMALE	WH TOTAL*F		TOTAL*	TOTAL MINOR*F	
PROFESSIONAL										
12	2	2						2	2	2
OCC GRP TOT	2	2						2	2	2
ADMINISTRATIVE 11						1		1		
12	4	3				4	3	8	4	6
13	1	1				1		2	1	1
OCC GRP TOT	5	4				6	3	11	5	7
TECHNICAL 07	1	1						1	1	1
OCC GRP TOT	1	1						1	1	1
CLERICAL										
05	1	1						1	1	1
OCC GRP TOT	1	1						1	1	1
PAY GRP TOT	9	8				6	3	15	9	11
										-

Title I Chapter 20 Section 5

Exhibit 139

SES Recertification Notification

Report Number: AECO37VI

Brief Description: Provides a list of SES employees due to be recertified within 2 weeks of the "projected as of" date. This report contains sensitive

data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, SES

Recertification Notification

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Agency

C OF OF ACRI C	TABILIZATION & CONSER	V SEB		PERS, OFF, I		TX A - USE IS RESTRICTED	
						I T WO	
EMPLOYEE 1	NAME ORG. STRUCTURE	PAY PLAN	GRADE /STEP	DATE ENTERED SES POSITION	DATE OF LAST CERTIFICATION	TYPE APPOINTMENT CODE	
SOC SEC NO	2 3 4		70121	02010011014	OEITH 10/11/01		
BROWN, JOE							
007-07-0007	01 08 0020	ES	00/02	XX/XX/XX	XX/XX/XX	01	
DOE, JOHN L							
005-05-0005	01 08 0020	ES	00/03	XX/XX/XX	XX/XX/XX	01	
SMITH, MARY 004-05-0004	01 08 0020	ES	00/01	XX/XX/XX	XX/XX/XX	01	
304 00 0004	01 00 0020		00/01	704704701	704704701		

Exhibit 140

Statement For Recipients Of 19XX Miscellaneous Or Interest Income Or Taxable Grants

Report Number: Form 1099 Primary Sequence: Department, agency

Brief Description: Provides a summary of miscellaneous, interest income, or taxable grants that the employee received during the calendar year. This report contains sensitive data; use is restricted.

Production Frequency: Annual (calendar year)

Other Sources For This Report:: None

Available Media: Hard copy

Sequence Of Data: N/A

Available Distribution Levels: N/A

U.S. DEPARTMENT OF AGRICULTURE

NATIONAL FINANCE CENTER

P O BOX 60000

NEW ORLEANS, LA 70160

RECIPIENT'S IDENTIFYING NO. 0009999999

FEDERAL IDENTIFYING NO.

72-0564834F

FORM 1099:

STATEMENT FOR RECIPIENTS

OF 19XX MISCELLANEOUS OR INTEREST INCOME OR

TAXABLE GRANTS

JANE R DOE

1990 UNITED STATE ST.

WASHINGTON, D.C. 20250

TYPE INCOME

AMOUNT

NON-EMPLOYEE COMPENSATION

\$650.00

THE ABOVE COMPENSATION REPRESENTS SERVICES PERFORMED

FOR THE FOLLOWING AGENCY OR AGENCIES:

NATIONAL FINANCE CENTER

(SEE OTHER SIDE FOR INSTRUCTIONS TO RECIPIENT)

Title I Chapter 20 Section 5

Exhibit 141 Page 1

Statement Of Earnings And Leave

Report Number: AD-334

Brief Description: See description below

Production Frequency: Pay Period

Primary Sequence: N/A

Description Of Statement. The biweekly Statement of Earnings and Leave (statement) provides a breakdown of the employee's gross pay and biweekly deduction for the pay period and cumulative amounts for the tax year. It also provides the individual's year-to-date leave status for the leave year and cumulative retirement deductions. Employees receive a statement each pay period. The statement is mailed to the residence address of each employee.

Description Of Each Item

The following provides an explanation of the items found on the statement. Each item is assigned a unique number that is documented and described in the following pages. All or a combination of the items may appear on the statement depending on the particular type of appointment (full-time or part-time), rate of pay (pay plan, grade, and step), prior Federal or trust occupational, tax exemption status, benefits, deductions, contributions, and pay and leave categories.

Illustration of the statement is on page 149.10.

Descriptions of each time are as follows:

- **1 Agency Name**. The employee's agency name. This item is shown as it appears on the Table Management System (TMGT) Table 023, Agency/Bureau.
- **2 ZIP Code**. The postal ZIP Code of the employee's address as it appears on the Information/Research Inquiry System (IRIS) Program 124, Address/Check Information.
- **3 Social Security Number**. The employee's social security number
- 4 Pay Period Date. The beginning and ending date of the pay period as they appear on TMGT Table 028, Pay Periods and Corresponding Dates By Year.

Sequence Of Data: Transaction code **Other Source For This Report:** None

Available Media: Hard copy

Available Distribution Levels: N/A

- **5 P/P.** The pay period that is covered by the statement as it appears on PINQ Program 032, Payroll Listing.
- **6 T&A Contact Point**. The employee's T&A contact point as it appears on IRIS Program 124.
- **7** Acct Stat. The employee's accounting station.
- **8 Organizational Structure**. The employee's organizational structure.
- **9 Persnl Office**. The employee's Personnel Office Identifier (POI). ¹
- 10 Pay Plan. The employee's pay plan.1
- 11 Gr. The employee's grade.1
- **12 Step.** The employee's step.¹
- 13 Salary. The employee's adjusted salary¹, consisting of the rate of annual basic pay and locality comparability payments for the current year. Administratively Uncontrollable Overtime (AUO), availability pay, and stand-by pay amounts are obtained from the Payroll Processing System (PAYE) as of the current pay period.
- **14 Rate**. The employee's salary rate code. 1
- **15 Type Empl**. The employee's type of employment.
- **16 SCD For Leave**. The employee's service computation date (SCD) for leave as it appears on IRIS Program 122, SF-50B Data Elements.
- 17 Ret Deduction This Appointment. The employee's retirement deductions for the current appointment as it appears on IRIS Program 117, Retirement Data.

¹ This item is shown as it appears on the Information/Research Inquiry System (IRIS) Program 101, Salary Data.

Exhibit 141 Page 2

18 Item (Code and Description) (transaction code and description). The transaction code and description of each item as they appear on TMGT Table 032, transaction Codes. Valid codes and descriptions are:

Trans- action Code	Trans- action Suffix	Description
01	00	Regular Time
	05	Regular Additional Duty Worked at Basic Rate
	07	Regular Scuba Diving 175%
	08	Regular Scuba Diving 200%
	09	Training
03	00	Interest on Back Pay
	02	Compensatory Damages (non-taxable)
	03	Miscellaneous Non-Taxable Payments
	04	Death Gratuity Payments
04	00	Sunday Differential
	07	Sunday-Scuba Diving 175%
	08	Sunday-Scuba Diving 200%
	50	Sunday Differential at 50%
05	00	Sunday Differential With Night Differential
11	00	Night Differential
	05	Night Differential at 15% (Salary and Expenses (S&E) and Consolidated Omnibus Budget Reconciliation Act of 1985 (CO-BRA))
	10	Night Differential at 20% (S&E and COBRA)
	15	Night Differential at 15%
	20	Night Differential at 20%
	50	Night Differential at 50%
12	00	Night Differential on Compensatory Time
13	00	Night Differential on Sunday Double Time

Trans- action Code	Trans- action Suffix	Description
14	00	Hazard Pay Differential
15	00	Environmental Differential
	01	Regional Pay Differential
	02	Longevity Pay
	03	Fringe
	04	Geographic Pay Differential
16	00	Other pay
	01	Penalty Pay Regular
	02	Penalty Pay Premium
	03	Scuba Diving
	05	Tank Cleaning Oil Regular
16	06	Tank Cleaning Oil Premium
	07	Launch Operations
	08	Dirty Work Regular
	09	Dirty Work Premium
17	00	Commute Use Government Auto
	01	Sales Commissions
	02	Earned Income Credit
	03	Severance Pay
	04	Incentive pay
	05	Ship Inspection Overtime Pay
	06	Services/Payments
	07	Tips/Cash/Interest Kind
	08	Fringe Benefits
	09	Parking - Fringe Benefits
	10	Transit - Fringe Benefits
	11	FLSA Meal Periods
	12	FLSA Other Travel
	13	FLSA Training
	14	FLSA UD Roll Call
	15	FLSA Home to Work Travel
	16	FLSA Other Hours
	17	Suffered and Permitted Duty

Trans- action	Trans- action	Description
Code	Suffix	
	33	Non-Reimbursable Inspectional Overtime
	34	Inspectional Overtime - COPR
	36	Inspectional Overtime - Ad Valorem
	37	Inspectional Overtime for Continuation of Pay
	38	1911 - Hours Intermittent
	40	Insurance 1031 Act O/T - Air/ Sea Weekdays
	41	Insurance 1031 Act O/T -Land Border Weekday
	42	Insurance 1031 Act O/T - Not Worked
	43	Insurance 1031 Act O/T Air/Sea Sunday/Holiday
	44	Insurance 1031 Act O/T Land Border Sunday/Holiday
	45	Continuation of Pay
	46	Military or Court Leave
	50	Travel Reimbursements
18	00	Overtime Grain Appeal
19	00	Overtime Over 8 Hours
	07	Overtime Over 8 Hours – Scuba Diving 175%
	08	Overtime Over 8 Hours – Scuba Diving 200%
21	00	Overtime Over 40 Hours
	07	Overtime Over 40 Hours - Scu- ba Diving 175%
	08	Overtime Over 40 Hours — Scu- ba Diving 200%
	20	OT Paid at Double Rate
	22	Call Back OT Double Rate
	30	Commute OT Triple Rate
22	00	Overtime Double for Sunday Work

Trans- action Code	Trans- action Suffix	Description
23	00	Overtime Travel Under FLSA
24	00	Overtime Travel Under Title V
25	00	Overtime Over 40 With Night Differential
26	00	Overtime Over 8 With Night Differential
27	00	Overtime Plus 10% of Overtime Rate
29	00	Credit Hours Worked
30	00	Overtime Call Back No Work Performance
31	00	Holiday Worked
	07	Holiday - Scuba Diving 175%
	08	Holiday - Scuba Diving 200%
	10	Holiday Pay Regular Rate
32	00	Compensatory Time Earned
	77	Compensatory Time Used
33	00	Overtime Call Back No Work on Sunday
34	00	FLSA
	01	Back Pay on FLSA
35	00	Union/Contract Negative
	05	Union/Contract Negative +15% (S&E and COBRA)
	10	Union/Contract Negative +20% (S&E and COBRA)
	15	Union/Contract Negative +15%
	20	Union/Contract Negative +20%
	50	Union/Contract Negative +50%
36	00	Union/Midterm Negative
	05	Union/Midterm Negative +15% (S&E and COBRA)
	10	Union/Midterm Negative +20% (S&E and COBRA)
	15	Union/Midterm Negative +15%
	20	Union/Midterm Negative +20%

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

Trans-	Trans-	Description
action Code	action Suffix	
	50	Union/Midterm Negative +50%
37	00	Union/Ongoing Labor Management Relations (LMR) Act
	05	Union/Ongoing LMR Act +15% (S&E and COBRA)
	10	Union/Ongoing LMR Act +20% (S&E and COBRA)
	15	Union/Ongoing LMR Act +15%
	20	Union/Ongoing LMR Act +20%
	50	Union/Ongoing LMR Act +50%
38	00	Union/Grievance/Appeal Rep
	05	Union/Grievance/Appeal Rep + 15% (S&E and COBRA)
	10	Union/Grievance/Appeal Rep + 20% (S&E and COBRA)
	15	Union/Grievance/Appeal Rep + 15%
	20	Union/Grievance/Appeal Rep + 20%
	50	Union/Grievance/Appeal Rep + 50%
39	00	Shore Leave Earned
40	00	Home Leave Earned
41	00	Standby - AUO Available
42	00	Lump-Sum Payment for Annual Leave
	01	Thru Date (Mo-Da-Yr)
	02	Holiday Hours Included
43	00	Compensatory Time Paid
44	00	Cash Award
	04	Spot Award
	05	Compensatory Damages (Taxable)
	06	PFP Bonus Award
	07	Performance Bonus
	08	PMRS Performance Award

Trans- action Code	Trans- action Suffix	Description
	09	Lump Sum Payout
	10	Separation Incentive
45	00	Cost of Living Allowance
	01	Begin Cost of Living Allowance
46	00	Post Differential
	01	Begin Post Differential
47	00	Stop Cost of Living Allowance
48	00	Stop Post Differential
49	00	Remote Worksite Allowance
	01	Horse Allowance
	02	Travel Allowance
	03	Quarters Allowance Not Taxable
	04	Quarters Allowance Taxable
	05	Non-Watch Standard Allowance/ Month Living Support
	06	Relocation Allowance Subject to Withholdings
	07	Relocation Allowance Not Subject to Withholdings
	08	Reassignment Allowance
	09	Danger Pay Allowance
	16	Relocation Allowance Subject to Withholdings
	17	Relocation Allowance Not Subject to Withholdings
50	00	Credit Hours
51	00	Comparability Allowance
	01	Uniform Allowance (Taxable)
	02	Separate Maintenance Allowance Not Taxable
	03	Separate Maintenance Allowance Taxable
	04	Post Allowance
	05	Education Allowance
	06	Foreign Language Allowance

Trans- action Code	Trans- action Suffix	Description
	07	Recruitment Incentive (Taxable)
	08	Uniform Allowance (Tax Exempt)
	09	Supervisory Differential
52	00	Retention Allowance
	01	Recruitment Allowance
	02	Relocation Allowance
	03	Regular Time Hazardous Pay
59	00	Shore Leave
	03	Shore Leave - Third Shift
	04	Shore Leave - Varied Shifts
	05	Shore Leave - Sunday Differential at First Shift
	06	Shore Leave — Sunday Differential at Second Shift
	07	Shore Leave - Sunday Differential at Third Shift
60	00	Compensatory Time Used – Religious Observance
	05	Compensatory Time Used – Religious Observance With 15% Night Differential (S&E and COBRA)
	10	Compensatory Time Used – Religious Observance With 20% Night Differential (S&E and COBRA)
	15	Compensatory Time Used – Religious Observance 15%
	20	Compensatory Time Used – Religious Observance 20%
	50	Compensatory Time Used – Religious Observance 50%
61	00	Annual Leave
	03	Annual Leave - 3rd Shift
	04	Annual Leave - Varied Shifts
	05	Annual Leave With 15% Night Differential (S&E and COBRA)

Trans- action Code	Trans- action Suffix	Description
	06	Annual Leave - Sunday Differential at Second Shift
	07	Annual Leave — Sunday Differential at Third Shift
	10	Annual Leave With 20% Night Differential (S&E and COBRA)
	15	Annual Leave With 15% Night Differential
	20	Annual Leave With 20% Night Differential
	50	Annual Leave With 50% Night Differential
62	00	Sick Leave
	03	Sick Leave – 3rd Shift
	04	Sick Leave - Varied Shifts
	05	Sick Leave With 15% Night Differential (S&E and COBRA)
	06	Sick Leave - Sunday Differential at Second Shift
	07	Sick Leave - Sunday Differential at Third Shift
	10	Sick Leave With 20% Night Differential (S&E and COBRA)
	15	Sick Leave With 15% Night Differential
	20	Sick Leave With 20% Night Differential
	50	Sick Leave With 50% Night Differential
63	00	Restored Annual Leave
	03	Restored Annual Leave - 3rd Shift
	04	Restored Annual Leave - Varied Shifts
	05	Restored Annual Leave (S&E and COBRA) With 15% Night Differential
	06	Restored Annual Leave – Sunday Differential at Second Shift

Title I Chapter 20 Section 5

Payroll/Personnel Manual Reports Payroll/Personnel Output

	,	
Trans- action Code	Trans- action Suffix	Description
i	07	Restored Annual Leave – Sunday Differential at Third Shift
	10	Restored Annual Leave With 20% Night Differential (S&E and COBRA)
	15	Restored Annual Leave With 15% Night Differential
	20	Restored Annual Leave With 20% Night Differential
	50	Restored Annual Leave With 50% Night Differential
64	00	Compensatory Leave
	01	Wage Grade Employees – 1st Shift
	02	Wage Grade Employees - 2nd Shift
	03	Wage Grade Employees - 3rd Shift
	04	Wage Grade Employees - Varied Shifts
65	00	Regular Military Leave
	03	Regular Military Leave - 3rd Shift
	04	Regular Military Leave - Varied Shifts
	05	Regular Military Leave With 15% Night Differential (S&E and COBRA)
	06	Regular Military Leave – Sunday Differential at Second Shift
	07	Regular Military Leave – Sunday Differential at Third Shift
	10	Regular Military Leave With 20% Night Differential (S&E and COBRA)
	15	Regular Military Leave With 15% Night Differential
	20	Regular Military Leave With 20% Night Differential

Trans- action Code	Trans- action Suffix	Description
	50	Regular Military Leave With 50% Night Differential
66	00	Other Leave
	03	Other Leave - 3rd Shift
	04	Other Leave - Varied Shifts
	05	Other Leave With 15% Night Differential (S&E and COBRA)
	06	Other Leave - Sunday Differential at Second Shift
	07	Other Leave - Sunday Differential at Third Shift
	10	Other Leave With 20% Night Differential (S&E and COBRA)
	15	Other Leave With 15% Night Differential
	20	Other Leave With 20% Night Differential
	50	Other Leave With 50% Night Differential
	61	Time Off Awards
67	00	Injury Leave
	03	Injury Leave - 3rd Shift
	04	Injury Leave - Varied Shifts
	05	Injury Leave With 15% Night Differential (S&E and CO- BRA)
	06	Injury Leave - Sunday Differential at Second Shift
	07	Injury Leave — Sunday Differ- ential at Third Shift
	10	Injury Leave With 20% (S&E and COBRA)
	15	Injury Leave With 15% Night Differential
	20	Injury Leave With 20% Night Differential
	50	Injury Leave With 50% Night Differential

Thomas	Thomas	Description
Trans- action Code	Trans- action Suffix	Description
68	00	Emergency Military Leave
	03	Emergency Military Leave – 3rd Shift
	04	Emergency Military Leave – Varied Shifts
	05	Emergency Military Leave With 15% Night Differential (S&E and COBRA)
	06	Emergency Military Leave Sunday Differential at 2nd Shift
	07	Emergency Military Leave Sunday Differential at 3rd Shift
	10	Emergency Military Leave With 20% Night Differential (S&E and COBRA)
	15	Emergency Military Leave With 15% Night Differential
	20	Emergency Military Leave With 20% Night Differential
	50	Emergency Military Leave With 50% Night Differential
69	00	Home Leave
	03	Home Leave - Third Shift
	04	Home Leave - Varied Shift
1	05	Home Leave With 15% Night Differential (S&E and COBRA)
	06	Home Leave - Sunday Differential at Second Shift
	07	Home Leave - Sunday Differential at Third Shift
	10	Home Leave With 20% Night Differential (S&E and COBRA)
	15	Home Leave With 15% Night Differential
	20	Home Leave With 20% Night Differential
	50	Home Leave With 50% Night Differential
70	00	Logging-Forfeiture of Pay

Trans- action Code	Trans- action Suffix	Description
71	00	Leave Without Pay
72	00	Absence Without Official Leave
73	00	Suspension
74	00	Furlough
75	00	Retirement at 7%
	01	Retirement at 7.5%
	02	Retirement at 8%
	03	Retirement at 1.30%
	04	Retirement Other
	05	Thrift Savings - FERS
	06	Thrift Savings - CSRS
	07	Thrift Savings - Other
	08	Panama Social Security
	09	Panama Social Security Health
	10	Retirement at 7% (Tax Deferred)
	11	Retirement at 7.5% (Tax Deferred)
	12	Retirement at 8% (Tax Deferred)
	13	Retirement at 1.30% (Tax Deferred)
	14	Retirement Other (Tax Deferred)
	15	Thrift Savings - FERS Tax Deferred
	16	Thrift Savings - CSRS Tax Deferred
	17	Thrift Savings - Other Tax Deferred
	20	D.C. Retirement
	21	COVA Judges Retirement at 1%
	22	COVA Judges Retirement at 1% Plus Spouse at 3.5%
76	00	Social Security (OASDI)
	10	Social Security Tax Travel
	99	Social Security (OASDI) - Rate Change

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 141 Page 8

Trans-	Trans-	Description
action Code	action Suffix	
77	00	Federal Tax Exemption
	01	Extra Federal Tax
	10	Federal Tax Exemption - Travel
	99	Federal Tax Formula Change
78	00	State Tax Exemption
	01	Extra State Tax
	02	Panama Income Tax
	03	Panama Education tax
	04	Old Fund Liability Tax
	10	State Tax Exemption - Travel
	99	State Tax Formula Change
<i>7</i> 9	00	City Tax Exemption
	01	Extra City Tax
	99	City Tax Formula Change
80	00	County Tax Exemption
	01	Extra County Tax
	99	County Tax Formula Change
81	00	Federal Employees Group Life Insurance (FEGLI) Coverage
	09	Life Insurance Coverage – Non-Federal
	17	Vol Accidental Death Dismemberment Coverage
	99	Rate Change
82	00	Optional FEGLI - Age Bracket
	09	Optional Insurance – Age Bracket
	10	24 Hour Accidental
	99	Rate Change
83	00	Federal Employees Health Benefits (FEHB) Enrollment Code
	09	Health Insurance Enrollment Code – Non-Federal
	99	Rate Change
84	00	Savings Bonds
	01	New Bond Authority

Trans- action Code	Trans- action Suffix	Description
	03	Deduction Increase
	04	Deduction Decrease
	05	Bond Canceled
	10	Bond Carryover Refund
85	00	Charitable Contributions
86	00	Commissary
87	00	Union Dues
	01	Association Dues
	03	Revocation Received
	04	Dues Withholding Ceased
	05	Insufficient Wages for Dues
	08	Union Local Canceled
	13	Adjustment to Dues Deducted
	14	Dues Change
, , ,	15	Miscellaneous Fees/Dues
88	00	Savings Account
	40	Thrift Savings Plan (TSP) Loan Repayment (Federal)
	50	TSP Loan Repayment (Non-Federal)
89	00	Imprest Fund
90	00	Travel Advance Collections
91	00	Quarters
	01	Quarters - Not Taxable
	02	Quarters - Taxable
93	10	Flexfund Dependant Care Account (DCA)
	11	Flexfund Health Care Account (HCA)
94	00	CSR Military Service Deposits
95	00	CSR Civilian Service Deposits
97	00	Medicare Hospital Insurance Tax (HITS)
-	10	Medicare tax Travel
	99	Hospital Insurance Tax (Rate Rev)

Exhibit 141 Page 9

Trans- action Code	Trans- action Suffix	Description
98	00	TSP Collection - Miscellaneous
	34	TSP Collection - Repayment
	35	TSP Collection Tax Deferred
99	00	Miscellaneous Deduction
	01	Salary Overpayment
	02	Duplicate Salary Payment
	03	Salary Advance Collection
	04	Lump Sum Overpayment
	05	Lump Sum Recovery
	06	Overdrawn Leave
	07	Paid Leave to LWOP
	08	Forfeiture of Pay
	09	Collection for Quick Service
	15	Salary Description
	16	Salary Overpayment
	20	Adjustment FICA and Retirement
	21	FEHB
	22	FEGLI
	23	Quarters
	24	Quarter (Not Taxed)
	25	Meals
	26	Commissary
	27	Child Support/Alimony
	28	LWOP-FEHB
	29	Credit Net Pay
	30	Bankruptcy
	31	Delinquent Loans
	32	Occupational Privilege Tax
	33	Educational Loans
	34	Thrift Savings
	35	Smithsonian Life Insurance (Nonpay Status)
	40	Tax Levy

Trans- action Code	Trans- action Suffix	Description
	41	Travel Advance
	42	Property Loss
	43	Subsistence
	44	Personal Phone Calls
	45	Parking Fees
	46	Jury Fees Recovery
	47	Moving Expenses Recovery
	48	Duplicate Savings Allotment
	49	Travel Overpayment
	50	Commercial Garnishments
	60	Discretionary Allotment Paid Biweekly
	61	Discretionary Allotment Paid Monthly
	70	Special Deduction
	75	SPPS Death and Indebtedness
	81	Revocation of Authorization
	82	Change/Correction to Authorization
	83	New Authorization
	85	Transfer-In
	87	Allotment Revocation
	90	Miscellaneous Deduction
	91	Miscellaneous Collection
	92	Noncash Fringe Benefit
	93	Unif-Suc-COLA Deduction
	94	CSR Military Service Deposits
	95	CSR Civilian Service deposits
	96	FERS Military Service Deposits

19 Hours (1st Wk). The number of hours worked and the number hours of leave used in each category during the first week of the pay period.

20 Hours (P/P). The number of hours worked and the number of hours of leave used in each category during the pay period as it appears on PINQ Program 032, Payroll Listing.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 141 Page 10

- **18 Hours (Yr. To Date)**. The number of hours used year-to-date for regular time and/or each leave category as it appears on IRIS Program 136, Annual/Sick Leave, or 138, Other leave.
- **19 Amount (1st Wk).** The amount paid in the first week of the pay period.
- **20 Amount** (**P/P**). **The** The amount paid in the pay period as it appears on PINQ Program 032, Payroll Listing.
- **21 Amount (Yr. To Date).** The amount paid or withheld year-to-date.
- **22 Gross Pay (P/P).** The amount of gross pay for the pay period.
- **23 Gross Pay (Yr. To Date)**. The amount of gross pay year-to-date as it appears on IRIS Program 103, Salary YTD Date.
- **24 Routing No.** The routing number of the financial institution where the employee's net pay is deposited as it appears on IRIS Program 124.
- **25** Net Pay (P/P). The amount of net pay for the pay period.
- **26 Net Pay (Yr. To Date)**. The amount of net pay year-to-date. **Note:** The amount of the debt for a separated employee is deducted from the net pay amount.
- **27 Bond Account (Auth No).** The authorization number of the savings bond.
- **28 Bond Account (Denomination)**. The denomination of the savings bond.
- **29 Bond Account (Deduction).** The amount of the deduction of each savings bond for the pay period.
- **30 Bond Account (Balance Avail).** The amount applied to the purchase price of the savings bond.
- **31 Bond Account (Balance Avail).** The number₂ of each savings bond issued during the pay period.
- **32 Bond Account (Issue Date).** The issue date₂ of each savings bond.¹
- **33 Year To Date Leave Status (Type).** The type of leave accrued year-to-date.
- **34** Year To Date Leave Status (Accrued). The number of hours of leave accrued year-to-date.

- 35 Year To Date Leave Status (Used). The number of hours used year-to-date.
- **36** Year To Date Leave Status (Balance). The balance available for each type of leave year-to-date.
- 37 Year To Date Leave Status (Projected Use or Lose). The projected number of hours of use-or-lose annual leave.
- **38 Pt. Hrs Unapp** (**Part-time Hours Unapplied**). The number of unapplied hours at the end of a pay period for a part-time employee.
- 39 Max. C/O (Maximum Carryover). the maximum number of annual leave carryover hours for the year.
- **40 Leave Category.** The leave category for the employee.
- **41 Remarks**. The remarks designated by his/her agency or NFC to advise an employee of changes in the statement or other pertinent information.
- **42 Bar Code.** The code used by the U.S. Post Office to sort and deliver mail.
- **Tray Number.** The number of the tray that the employee's statement is placed in for transportation to the post office. This number is used to trace delivery and mail problems.
- 44 Statement Number. The employee's earnings statement number within the mailing tray. Like the tray number, this number is used to trace delivery and mail problems.
- **45 Agency Code**. The employee's agency code.
- **46 Personnel Office Identifier (POI0.** The employee's POI.
- Name and Address. The name and address of the employee as it appears on IRIS Program 124.

¹ This item is shown as it appears on PINQ Program 32, Payroll Listing.

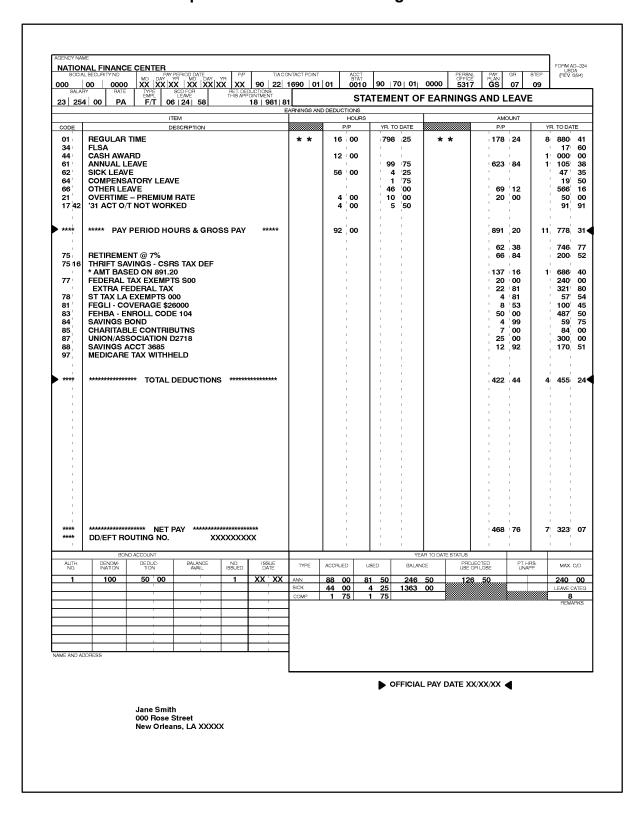
² This item is shown as it appears on IRIS PROGRAM 108, Bonds.

³ This item is shown as it appears on IRIS Program 136, Annual/Sick Leave, or 138, Other leave.

⁴ This item is shown as it appears on IRIS Program 101.

Exhibit 141 Page 11

Example Of Statement Of Earnings And Leave



Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 142

Student Employment Report By Occupational Series

Report Number: SRPR0502-A Sequence Of Data: Occupational series group

Brief Description: Provides additional Office of Personnel Management (OPM) required information

on student employment programs.

Primary Sequence: Department

Production Frequency: Annual (fiscal year)

roduction requestoy. Annual (1100al your)

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department

XX/XX/XX SRPR0502-A	STUDENT	EMPLOVMENT	REPORT BY OCCUPATIONAL	I SEDIES	PAGE	1
REPORTING PERIOD: FROM XX/XX/XX - XX/XX/XX	DEPT		DEPARTMENT OF AGRICULT		PAGE	ı
	CC SERIES		DOPERATIVE EDUCATION	0112	JUNIOR	
	GROUP	GRADUATE	BACCALAUREATE	ASSOCIATE	FELLOW	
00	000-0099	2	52	3	8	
01	100-0199	2	7			
02	200-0299		2	1		
17	700–1799		1			
18	800–1899		2			
	_		_			

Title I Chapter 20 Section 5

Exhibit 143

Student Employment Report Of Work Sites By State

Report Number: SRPR0502-B Sequence Of Data: Duty station

Brief Description: Provides an outline of data on

student employment required by OPM.

Production Frequency: Annual (fiscal year)

1 , , , ,

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Primary Sequence: Department Available Distribution Levels: Department

XX/XX/XX REPORTING	SRPR0502-B	STUDE	NT EMPLOY	MENT REPORT OF WOR	KSITES BY STATE	PAGE	1
	(/XX/XX – XX/XX/XX	DEPT	U.S. DE	PARTMENT OF AGRICULT	ΓURE		
DUTY STATE	ON		COC	PERATIVE EDUCATION		JUNIOR	
STATE AND		GRA	DUATE	BACCALAUREATE	ASSOCIATE	FELLOW	
RQ	PR						
0830	RIO PIEDRAS		XX				
	AL						
2150 2910	MOULTON TALLADEGA				XX XX		
3299	WING				XX		
	·						
-							

Exhibit 144

Summary Of Accomplishments In Affirmative Action Program For Employment Of Individuals With Disabilities

Report Number: SRPR3704

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the work force at the beginning and end of the fiscal year, the year-to-date accessions and reassignment gains, the year-to-date separations and reassignment losses, appointment conversion gains and losses, and the percentage of representation by handicap category. Reports are also provided for both the permanent and temporary work forces.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency,

employment group

Sequence Of Data: Disability category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Available Distribution Levels: Agency, organiza-

tional structure to the 5th level

DEPT	AG I	TIES EEO-MD-7 ⁻ J.S. DEPARTMENT	13, EEOC FORM 44 OF AGRICULTURE	10 PERMANEN	T WORKFORCE	
AGCY	XX					
		ON BOARD XX/XX/XX	ACCESSIONS/ REAS. GAINS	SEPARATIONS/ REAS. LOSSES	APPT CONV GAINS	APPT CONV LOSSES
#	%	# %	# %	# %	# %	# %
812	100.00	801 100.00	29 100.00	55 100.00	16 100.00	1 100.00
149	18.35	14618.23		5 9.09	2 12.50	
637	78.45	62878.40	28 96.55	47 85.45	11 68.78	1 100.00
26	3.20	27 3.37	1 3.45	3 5.45	3 18.75	
6	.74	9 1.12			3 18.75	
1	.12	2 .25			1 6.25	
2	.25	2 .25				
2	.25	2 .25				
1	.12	2 .25			1 6.25	
		1 .12			1 6.25	
	ORPT AGCY ON XX/ # 812 149 637 26 6	DEPT AG 1 AGCY XX ON BOARD XX/XX/XX # % 812 100.00 149 18.35 637 78.45 26 3.20 6 .74 1 .12 2 .25 2 .25	DEPT AG U.S. DEPARTMENT AGCY XX ON BOARD	DEPT AG U.S. DEPARTMENT OF AGRICULTURE AGCY XX ON BOARD ON BOARD ACCESSIONS/ XX/XX/XX XX/XX/XX REAS. GAINS # % # % # % 812 100.00 801 100.00 29 100.00 149 18.35 14618.23 637 78.45 62878.40 28 96.55 26 3.20 27 3.37 1 3.45 6 .74 9 1.12 1 .12 2 .25 2 .25 2 .25 1 .12 2 .25	DEPT AG U.S. DEPARTMENT OF AGRICULTURE AGCY XX ON BOARD ON BOARD ACCESSIONS/ SEPARATIONS/ XX/XX/XX XX/XX/XX REAS. GAINS REAS. LOSSES # % # % # % # % # % # % 812 100.00 801 100.00 29 100.00 55 100.00 149 18.35 14618.23 5 9.09 637 78.45 62878.40 28 96.55 47 85.45 26 3.20 27 3.37 1 3.45 3 5.45 6 .74 9 1.12 1 .12 2 .25 2 .25 2 .25 1 .12 2 .25	DEPT AG U.S. DEPARTMENT OF AGRICULTURE AGCY XX ON BOARD ON BOARD ACCESSIONS/ SEPARATIONS/ APPT CONV XX/XX/XX XX/XX/XX REAS. GAINS REAS. LOSSES GAINS # % # % # % # % # % # % # % 812 100.00 801 100.00 29 100.00 55 100.00 16 100.00 149 18.35 14618.23 5 9.09 2 12.50 637 78.45 62878.40 28 96.55 47 85.45 11 68.78 26 3.20 27 3.37 1 3.45 3 5.45 3 18.75 6 .74 9 1.12 3 18.75 1 .12 2 .25 2 .25 2 .25 1 6.25 1 1.2 2 .25 1 6.25

Exhibit 145

Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency

Report Number: ADAM3004 Sequence Of Data: Authority, POI

Brief Description: Provides a summary listing of selected authorities in agency and authority order.

Production Frequency: Semiannual (fiscal year)

Primary Sequence: Department, agency

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Department,

agency

ADAM3004	STIMMAE	V DEDODT OF	USE OF DELEGATIONS OF PERSONNEL AUTHORITIES, ALPHABETIC BY AGENCY	DATE XX/XX/XX
ADAIVI3004	SUMMAR	IT NEFUNI UF	FOR THE PERIOD XX/XX/XX THRU XX/XX/XX	DATE XX/XX/X/
			U S DEPARTMENT OF AGRICULTURE	
			DME ADMINISTRATION	
AUTHORITY	EMP OFFICE	NUMBER		
REG 315.704	4917	4		
REG 315.704	4925	1		
REG 315.704	4952	3		
REG 315.704	4953	1		
AUTHORITTY TOTAL		9		
SCH A 213.3102 (U)	5124	1		
AUTHORITY TOTAL		1		

Exhibit 146

Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority

Report Number: ADAM3003 Sequence Of Data: Authority, agency, POI

Brief Description: Provides a summary listing of selected authorities in authority and agency order.

Production Frequency: Semiannual (fiscal year) Available Media: Hard copy, electronic

transmission

Other Sources For This Report:: None

Primary Sequence: Department Available Distribution Levels: Department

ADAM3003	SUMI	MARY REP		OF DELEGATIONS OF PERSONNEL AUTHORITIES, BY AUTHORITY	DATE XX/XX/
			FOR THE	PERIOD XX/XX/XX THRU XX/XX/XX	
			U S DEP	ARTMENT OF AGRICULTURE	
AUTHORITY	AGENCY ABBR	EMP OFFICE	NUMBER		
REG 315.704	FMHA	4917	4		
REG 315.704	FMHA	4925	1		
REG 315.704	FMHA	4952	3		
REG 315.704	FMHA	4953	11		
AGENCY TOTAL			9		
REG 315.704	FS	5124	1		
AGENCY TOTAL			1		
AUTHORITY TOTAL			10		

Exhibit 147

Supervisory Or Managerial Probationary Period Report

Report Number: AD-773

Brief Description: Provides documentation of the supervisor's evaluation of the employee's performance while serving a probationary period as a permanent first-time supervisor or manager.

Production Frequency: Pay Period

Primary Sequence: N/A

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Supervisory Or Managerial Probationary Period Report

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: Agency

	SUPI	UNITED STATES DEPARTMENT OF AG		OD REPO		IMPORTANT THIS FORM IS DUE BACK TO THE ERSONNEL OFFICE NO LATER TH
1 SOCIAL	SEC. NO	. 2 NAME (Last, First, Middle)		3 PRO	BATIONARY PERIO	D SERVED AS (Check One) Supervisor/
4 PAY	Is occa	6 GRADE 7 SERVICE PERIOD COVERED THIS RE	PT. LB OFFI	1 1	Supervisor TON TITLE	Manager Manager
*	15 0001.					
9 AGENC	Y CODE	10 ORGANIZATIONAL STRUCTURE CODE	•	11 OF	FICIAL DUTY STAT	ION
	****	SEE REVERSE OF FORM B	EFORE COM	PLETING	FOLLOWING ITEM	is
12. F	OR COM	PLETION BY SUPERVISOR. IN THE APPROPRIANCE IS SATISFACTORY OR UNSATISFACTORY.	IATE RESPO	SIBILITIES	S LISTED BELOW, C	HECK WHETHER THE EMPLOYEE'S
A SUPE	RVISOR	PROBATIONARY PERIOD	Вм	ANAGERIA	AL PROBATIONAR	
SATIS- FAC- TORY	UNSAT -	RESPONSIBILITIES	SAT FA TO	IS- UNSAT	-	RESPONSIBILITIES
		1 Assigns, directs, and evaluates subordinate	s work		1 Determines ar	nd sets programs' goals
		2 Organizes and utilizes staff resources effectively				etermines, and/or influences
						termines and allocates resource
		3 Accomplishes work objectives 4 Identifies and meets development needs of			needs	
		subordinates			4 Organizes and	directs work
		5 Recognizes and performs employee counseli	ng		5 Accomplishes objectives	organizational affirmative action
		6 Maintains effective organizational climate			6 Evaluates pro	gram effectiveness
		7 Adheres to agency and USDA rules and regu	lations			
	1					
	1	8 Accomplishes affirmative action objectives				
13 CE	RTIFY TH	8 Accomplishes affirmative action objectives AT THE EMPLOYEE HAS COMPLETED THE REQU	JIRED 80 HO	JRS OF SUF	PERVISORY/MANAGE	FRIAL TRAINING.
	Yes	No No				
14 A	Yes I RECO SUPER	AT THE EMPLOYEE HAS COMPLETED THE REQU	14	I REC	COMMEND THAT THE	E EMPLOYEE BE RETURNED TO
14 A	Yes I RECO SUPER	AT THE EMPLOYEE HAS COMPLETED THE REQUIRED IN THE EMPLOYEE BE RETAINED IN VISORY OR MANAGERIAL POSITION.	14	I REC	COMMEND THAT THE	E EMPLOYEE BE RETURNED TO
14 A	Yes I RECO SUPERFORTING	AT THE EMPLOYEE HAS COMPLETED THE REQUIRED IN THE EMPLOYEE BE RETAINED IN VISORY OR MANAGERIAL POSITION.	JPERVISORY	I REE	COMMEND THAT THE	E EMPLOYEE BE RETURNED TO DIMANAGERIAL POSITION. arrative)

Exhibit 148

TAPER And Status Quo Employees Approaching Eligibility For Conversion To Career

Report Number: AECO37T6

Brief Description: Provides a list by pay period of TAPER (Temporary Appointment Pending Establishment of a Register) and status quo employees approaching eligibility for conversion to career positions. A TAPER employee is employed under an Office of Personnel Management (OPM) authority granted to an agency when there are insufficient eligibles on a register to fill a position. A status quo employee is one who failed to acquire competitive status when his/her position was placed in the competitive service by a statute, Executive

Order, or Civil Service Rule which permitted retention without acquiring such status.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, TAPER And Status Quo Employees Approaching Eligibility

For Conversion To Career

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: POI

	AEC03716			ATUS QUO EMPLOY EXPENSION TO CARE										
AG 11 11 FOREST SER	VICE				EN	MP OFF 51:	30 ROSEB	URG, OR						
	SOCIAL	ORG.	TYPE	BEGINNING DATE TOWARD	TYPE	EXCESS	NT	F/T P/T	s	DUTY	PAY		ST	ATUS
EMPLOYEE NAME	NUMBER			CAREER		AWOP	DAYS		_	CITY CTY		GRAD		QUO
WILSON, BRIAN J	111-11-1111	06 15 0002	03	06/24/84	NT	0000	000	000	41	2075 019	GS	03	03	0
EMPLOYING OFFICE	TOTAL 1	· /												
	-												_	

Title I Chapter 20 Section 5

Exhibit 149

Temporary Employees - FEHB Coverage Eligibility

Report Number: AECO37U4

Brief Description: Provides the date that certain temporary employees will become eligible to participate in the Federal Employees Health Benefits (FEHB) Program. It is produced 2 pay periods in advance of the FEHB eligibility pay period. This report contains sensitive data: use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Tempo-

rary Employees-FEHB Coverage Eligibility

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: POI

•					** SENSITIVE PE	DCONIN'		LICE IC	DECEDIO	
					^^ SENSITIVE PE	RSUNNI	EL DATA	- USE IS	RESTRICT	ED **
AG 03 03 AGR	ICULTURAL RESEARCH	H SERVICE			PERS. OFF. ID. 4	860 BE	ELTSVILL	E, MD		
EMPLO	OYEE NAME				DUTY STATION CITY/S	TATE				
	ORG. STRUCT	TYPE	TYPE	DATE			PAY	GRADE/	OCC	FEHB
SOC SEC NO	2 3 4	APPT	EMPLOY	ELIGIBLE	D.S. CODES		PLAN	STEP	SERIES	TEMP SC
DOE, JANE R					DURANT	OK				
000-11-3344	60 62 6220	09	INT	XX/XX/XX	40 1430 013		GS	02 01	1311	XX/XX/X
SMITH, JOHN L					WESTCHESTER	OK				
000-22-5566	60 62 6220	09	INT	XX/XX/XX	40 0456 037		GS	05 03	1311	XX/XX/X
THOMAS, WILLIA					BELTSVILLE	MD				
000-03-0004	60 62 6220	04	P/T	XX/XX/XX	24 0100 033		GW	04 01	0318	XX/XX/

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 150

Total Wage Employee Population

transmission

Available Media: Hard copy, electronic

Report Number: BEAR9003 Sequence Of Data: State, city, pay plan

Brief Description: Provides the total number of Other Sources For This Report:: None

wage employees in each county.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI Available Distribution Levels: Agency

REPORT # BEAR9003					OF AGRICULTURE		PAGE	2
AS OF JULY XXXX		TO	TAL WAG	E EMPLO	YEE POPULATION		·	
			FOR	EST SER	VICE	11 PREPA	RED XX/XX/XX	
			DEN	VER		0802		
STATE	CITY / COUNTY	PAY PLAN	I-SERIES	S-GRADE	-Bargaining Unit	TOTAL		
	2269-SHAWNEE							
	093-PARK	WG	5001	05	7777	1		
		WG	5001	07	7777	1		
	2269-SHAWNEE 093-PARK					2		
	2305-SILVERTHORNE							
	117-SUMMIT	WG	4742	07	0634	1		
	2305-SILVERTHORNE					1		
	117-SUMMIT					·		
со	TOTAL					15		
FWS AREA	A TOTAL					15		

Exhibit 151

Training Instances By PATCO & Pay Level

Report Number: TRAI5301

Brief Description: Provides a separate report for each of the nine training types; that is, Executive Management, Supervisory, Legal, Medical, Scientific or Engineering, Administrative and Analysis, Speciality and Technical, Clerical, Trade or Credit, Orientation, and Adult Basic Education. Each report provides the training instances; hours trained; cost of tuition, books, and material; the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category; and pay level. These reports are available only to agencies using the Training Information System (TRAI).

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, training type

Sequence Of Data: PATCO category, pay level,

grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 5th level

RUN AS OF	DATE XX/XX/XX DATE XX/XX/XX		FYXX COV: WORLI EPT_AG		OYMT C	OV: PFT & P OF AGRICU	PT	TRAIN	ING TYPE: VL2 10		TION ORIENTATIO		
		Α	GCY 03	AGR. RES	EARCH S	SERVICE							
D. T.			TOT41	14/11	- -	5.1.4.4	214		****		N AM./	AM. IN	,
CO	PAY LEVEL		TOTAL ALL	MALE FE		MALE FE		MALE	FEMALE	PACIF MALE	FEMALE	MALE	FEMAL
Р	GS/GM 13	INST	1	1	0	0	0	0	0	0	0	0	
		% HRS	8	100.0	.0	.0 0	.0	.0	.0 0	.0	.0 0	.0	
		% \$	0	100.0	.0	.0 0	.0	.0	.0 0	.0	.0	.0	
-		%		.0	.0	.0	.0	.0	.0	.0	.0	.0	
Р	TOTAL GS/GM	INST %	1	1 100.0	0	0	0	0	0	0	0	0	
		HRS %	8	8 100.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	
		\$ %	0	0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	
Р	PATCO TOTAL	INST	1	1	0	0	0	0	0	0	0	0	
		% HRS	8	100.0 8	.0	.0 0	.0	.0	.0 0	.0	.0 0	.0	
		%	0	100.0	.0	.0 0	.0	.0	.0 0	.0	.0 0	.0	
		%		.0	.0	.0	.0	.0	.0	.0	.0	.0	

Exhibit 152

Training Instances By PATCO, Series & Pay Level

Report Number: TRAI5302

Brief Description: Provides a separate report for each of the nine training types; that is, Executive Management, Supervisory, Legal, Medical, Scientific or Engineering, Administrative and Analysis, Speciality and Technical, Clerical, Trade or Credit, Orientation, and Adult Basic Education. Each report provides the training instances; hours trained; cost of tuition, books, and material; the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category; pay level for occupational series with 50 or more employees, and by pay level within the occupational series. These reports are available only to agencies using the Training Information System (TRAI).

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, agency, geographic location, employment group, training type

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 5th level

RUN	714-17 REPORT NO: T N DATE XX/XX/XX OF DATE XX/XX/XX		DEP.	G COV: WOR T AG U.S. I Y 03 AGR.	DEPARTME	NT OF AC					PE: ORIEN		PAGE
PAT	PAY LEVEL	-	TOTAL		HITE		_ACK	HISE	ANIC	ASIAN PACIF		AM. INE	
	IIES		ALL		FEMALE		FEMALE		FEMALE		FEMALE		FEMALE
403	MICROBIOLOGY												
)	GS 11	INST %	2	2 100.0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0)).
		HRS %	120	120 100.0	.0 .0	.0 .0	.0 .0	.0 .0	.0 .0	.0 .0	.0 .0	0 .0)).
		\$	600	600 100.0	.0 .0	.0 .0	.0 .0	.0 .0	.0 .0	0 .0	.0 .0	0 .0)).
)	TOTAL GS/GM/SES	INST %	2	100.0	.0	.0	.0	.0	.0	.0	.0	.0	.(
		HRS % \$	120 600	120 100.0 600	.0 .0	.0 0	.0 .0 0	.0 0	.0 .0	.0 0	.0 .0	.0 .0)).)
		%		100.0	.0	.0	.0	.0	.0	.0	.0	.0	.(
	SERIES TOTAL	INST %	2	2 100.0	.0 .0	.0 .0	0 .0	.0 .0	.0 .0	.0 .0	.0 .0	0 .0)).
		HRS %	120	120 100.0	.0	.0 .0	.0 .0	.0	.0	.0 .0	.0	.0 .0)).
		\$ %	600	600 100.0	.0	.0	.0	.0	.0	.0	.0	.0).
_													

Title I Chapter 20 Section 5

Exhibit 153

Vacancy Review Notice

Report Number: AECO4604 (PMS 1)

Brief Description: Provides notification to management the positions vacated within the last two weeks and the staffing options available.

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure

Other Sources For This Report:: RFQS, Vacancy

Review Notice

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: POI

PREPARED XXXXXXX AECO4604 (P	MS 1) VACA	NCY REVIEW N	OTICE - AS OF	ONDONOX					AGE
AG 03 03 AGRICULTURAL RESEARCH SEI	RVICE MASTER	SON 4860 W	VASHINGTON, D	<u> </u>				····	
POSITION ORGANIZATIONAL STRUCTURE	RECORD NUMBER	POSITION NUMBER	POSITION	OFFICIAL 1	TILE	PAY PLAN	OCCUP/ SER		GPA(
86 91 76 0760 10 00 00 00	H00F11	RTC00002	AUDITOR'			96	0511	<u></u>	07
								• • •	
**** THIS POSITION WAS VAC	ATED XXXXXX	• • • •	•	YOUR ST/	VFFING OPTIC		• • •	•	
PLEASE CONTACT YOUR PERSONNEL S	PECIALIST F YO	UR INTENTION I	s 10 :	RE	ASSIGNMENT				
LL AS DESCRIBED	CHANGE TITLE	AND SERIES		þ	M CERTIFICA	TΕ			
LL AT LOWER GRADE	NACTIVE POSIT	non .	<u> </u>	VAC	CANCY ANNO	UNCEMENT			
FILL AT HIGHER GRADE	ABOUSH POSIT	10N	<u> </u>	RE	INSTATEMEN	T	***		
			•	SPI	ECIAL PROGR	AM		····	-
		• • • • • •		co	RRECTA M	ISCLASSIFICATIO	N		<u></u>
IF YOU HAVE DECIDED TO FIL	, 25 VACAAN	~ 4174~ 44	4 65 82						
F 100 HAVE DECIDED TO FE	L Ins VACAN	CI, ATTACH A	1 01-02						
SIGNATURE								, <u></u>	

Exhibit 154

Voluntary Separations By PATCO & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of voluntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic

location, employment group

Sequence Of Data: PATCO category, pay level,

grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche,

electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 4th level

	-10 AARU4002 N DATE XX/XX/XX	FYXX			VOLUNTARY V: WORLD \	/ SEPARATIO WIDE EMP	NS BY PATC					PAGE
	DATE XX/XX/XX					DEPARTMEN						
										N AM./	AM. INDIA	.N/
		TOTAL	WH			ACK		ANIC		FIC IS	AK. NATIV	
PAT CO	PAY LEVEL	NO.	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO. %	FEMALE NO. %	MALE NO.%	FEMALE NO. %	MALE NO. %	FEMALE NO. 9
	SES/GS 16-18	7	5 71.4	1 14.3	1 14.3	0 .0	0.0	0.0	0 .0	0 .0	0 .0	0.
Р	GS 05 GS 07	3 8	2 66.7 5 62.5	0 .0 1 12.5	0 .0 1 12.5	1 33.3 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 1 12.5	0 .0 0 .0	0 .0 0 .0	0.
	GS 09	7	3 42.9	2 28.6	0 .0	1 14.3	0 .0	1 14.3	0 .0	1 14.3	0 .0	0 .
	GS 11 GS 12	14 19	4 28.6	8 57.1	0 .0 1 5.3	1 7.1 3 15.8	0 .0	0.0	1 12.5 0 .0	0 .0	0 .0	1 7.
	GS/GM 13	21	10 52.6 12 57.1	3 15.8 6 28.6	1 4.8	2 9.5	1 5.3 0 .0	0.0	0 .0 0 .0	0.0	0 .0	0 . 0 .
	GS/GM 14	12	9 75.0	3 25.0	0 .0	0 .0	0 .0	0.0	00	00	0 .0	0 .
	GS/GM 15 TOTAL GS/GM	92	5 62.5 50 54.3	2 25.0 25 27.2	1 12.5 4 4.3	0 .0 8 8.7	0 .0	0 .0	0 .0	0 .0	0 .0	0 .
	TOTAL GS/GW	92	50 54.3	25 21.2	4 4.3	8 8.7	1 1.1	11.1	1 1.1	1 1.1	0 .0	1 1.
Р	OTHER 07 OTHER 11	1	0 .0 1 100	1 100 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0
	OTHER 12	5	2 40.0	2 40.0	0 .0	1 20.0	0 .0	0.0	0 .0	0 .0	0 .0	0
	OTHER 13	3	1 33.3	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	1 33.3	0
	OTHER 14 OTHER 15	3 4	1 33.3 4 100	1 33.3 0 .0	0.0 0.0	0 .0 0 .0	1 33.3 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0
	OTHER 16-18	7	5 71.4	1 14.3	0 .0	0.0	1 14.3	0 .0	0 .0	0 .0	0 .0	0
P	TOTAL OTHER PATCO TOTAL	24 116	14 58.3 64 55.2	6 25.0 31 26.7	0 .0 4 3.4	1 4.2 9 7.8	2 8.3 3 2.6	0 .0	0 .0	0 .0	1 4.2 1 .9	0 .
	71100 101712	110	0+ 00.L	01 20.7	4 0.4	0 7.0	0 2.0	1 .0	1 .0	1 .0	1 .0	
Α	GS 07 GS 09	2 11	0 .0 2 18.2	1 50.0 6 54.5	0 .0 1 9.1	1 50.0 1 9.1	0 .0 1 9.1	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .
	GS 19 GS 11	12	4 33.3	7 58.3	0 .0	0 .0	0 .0	18.3	0 .0	0 .0	0 .0	0 .
	GS 12	24	7 29.2	10 41.7	1 4.2	3 12.5	1 4.2	28.3	0 .0	0.0	0 .0	Ŏ.
	GS/GM 13	7	3 42.9	3 42.9	0.0	00	1 14.3	0.0	0.0	0.0	00	0 .
	GS/GM 14 GS/GM 15	7	5 71.4 5 71.4	0 .0 2 28.6	0 .0	1 14.3 0 .0	1 14.3 0 .0	0.0	0 .0	0.0	0.0	0
	TOTAL GS/GM	, 70	26 37.1	29 41.4	2 2.9	6 8.6	4 5.7	34.3	0 .0	0 .0	0 .0	0
												_
A	OTHER 12 OTHER 13	1	0.0	1 100 0 .0	0.0	0 .0	0.0	0.0	0.0	0 .0 1100	0.0	0
	OTHER 14	2	0 .0	1 50.0	0 .0	1 50.0	0 .0	0.0	0 .0	0.0	0 .0	0
	OTHER 15	1	1 100	0.0	0.0	00	0.0	0.0	00	0.0	0.0	0 .
	OTHER 16-18 TOTAL OTHER	<u>3</u> 8	2 66.7 3 37.5	0 .0 2 25.0	1 33.3 1 12.5	0 .0 1 12.5	0 .0 0 .0	0.0	0 .0	0 .0 1 12.5	0.0	0
Р	ATCO TOTAL	78	29 37.2	31 39.7	3 3.8	7 9.0	4 5.1	33.8	00	1 1.3	0 .0	0 .
Т	GS 03 GS 04	1 2	1100 0 .0	0 .0	0 .0 0 .0	0 .0 1 50.0	0.0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0
	GS 05	9	4 44.4	1 50.0 3 33.3	0 .0	0 .0	<u> </u>	0.0	0.0	0 .0	0 .0	0 1 1
	GS 06	11	1 91.1	6 54.5	2 18.2	2 18.2	0 .0	0.0	0 .0	0 .0	0 .0	0
	GS 07 GS 08	15 3	4 26.7 1 33.3	4 26.7 0 .0	0 .0 0 .0	5 33.3 2 66.7	1 6.7 0 .0	0 .0 0 .0	0 .0 0 .0	1 6.7 0 .0	0 .0 0 .0	0 0
	GS 09	12	6 50.0	3 25.0	2 16.7	1 8.3	0 .0	0.0	0 .0	0.0	0 .0	0

Exhibit 155

Voluntary Separations By PATCO, Series & Pay Level

Report Number: AARU4002

Brief Description: Provides the number of voluntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Production Frequency: Quarterly (SF-113 cutoff)

Primary Sequence: Department, geographic location, employment group

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 4th level

	-11 AARU4002 FYXX FE XX/XX/XX		VOLUNTA RIES & P.			IS BY PA	1100, SE-					PAGE 5
AS OF DA	ATE XX/XX/XX		GEOG CO	OV: WORLD) WIDE DEPARTMEN		MT COV: PF	T & PPT				
									ASIAN		AM. IN	
PAT CO		TOTAL	WHI	FEMALE	MALE	ACK FEMALI	HISPAI	NIC FEMALE	PACIF MALE	FEMALE	AK. NA MALE	
	IES PAY LEVEL	NO.	NO. %		NO. %		NO. %	NO.%	NO.%		NO.%	
1340	0 METEOROLOGY											
Р	GS 05	2	2 100	00	0 .0	00	0.0	0 .0	0 .0	00	0 .0	0.0
	GS 07 GS 12	4	3 75.0 0 .0	1 25.0 1 100	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0.0
	GS/GM 13	3	2 66.7	0 .0	1 33.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0
	GS/GM 14 GS 16-18 & SES	5 1	5 100 1 100	0 .0	0 .0	0.0	0 .0	0.0	0 .0	0 .0	0.0	0.0
	TOTAL GS/GM/SES	16	13 81.3	2 12.5	1 6.3	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0
	SERIES TOTAL	16	13 81.3	2 12.5	1 6.3	00	00	0 .0	00	00	0 .0	0.0
1224	4 PATENT EXAMINING											
Р	GS 07	2	1 50.0	0 .0	0 .0	0 .0	0 .0	0.0	1 50.0	0 .0	0.0	0.
	GS 09 GS 11	1 5	0 .0 2 40.0	0 .0 3 50.0	0 .0	1 100 0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0.
	GS 12	3	2 66.7	0 .0	0.0	00	0.0	00	00	1 33.3	0.0	0.0
	GS/GM 13 TOTAL GS/GM/SES	4 15	2 50.0 7 46.7	2 50.0 5 33.3	0 .0 0 .0	0 .0 1 6.7	0 .0 0 .0	0 .0 0 .0	0 .0 1 6.7	0 .0 1 6.7	0 .0 0 .0	0. 0.
	SERIES TOTAL	15	7 46.7	5 33.3	0 .0	1 6.7	0.0	0 .0	1 6.7	1 6.7	0 .0	0.0
	0 STATISTICIAN											
P	GS 05 GS 09	3	0 .0 1 33.3	0 .0 1 33.3	0.0	1 100 0 .0	0 .0	0 .0 1 33.3	0 .0	0.0	0 .0	0.
	GS 11	2	1 50.3	1 50.0	0 .0	0 .0	0 .0	1 33.3	0 .0	0 .0	0 .0	0.
	GS/GM 14 TOTAL GS/GM/SES	1 7	0 .0 2 28.6	1 100 3 42.9	0. 0 0. 0	0 .0 1 14.3	0 .0 0 .0	0 .0 1 14.3	0. 0 0. 0	0 .0 0 .0	0 .0 1 .5	0 . 0 .
	SERIES TOTAL	197	146 74.1	35 17.8	10 5.1	1 .5	4 2.0	0.0	0 .0	0.0	1 .5	0.
Р	OTHER 07 OTHER 12	1 2	0 .0 0 .0	1 100 2 100	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0.
	TOTAL OTHER	3	0 .0	3 100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.
	SERIES TOTAL	10	2 20.0	6 60.0	0.0	1 10.0	00	1 10.0	00	00	0.0	0.
0482	FISHERY BIOLOGY											
P	GS 07	1	1100	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0 .0 0 .0	0.0
	TOTAL GS/GM/SES SERIES TOTAL	1	1100 1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0	0.0
1301	GEN PHYS SCI											
Р	GS/GM 13	1	1100	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0 .0	0.0
	GS/GM 15	1	1100	0 .0	00	0 .0	00	00	0 .0	00	0 .0	0.0

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 156

Wage And Tax Statement

Report Number: Form W-2 Primary Sequence: Department, agency

Sequence Of Data: N/A

Brief Description: Provides annual wage and tax information for an employee. This report contains

sensitive data; use is restricted.

Other Sources For This Report:: None

Available Media: Hard copy

Production Frequency: Annual (calendar year) Available Distribution Levels: N/A

EMPLOYER'S NAME,	ADDRESS AND ZIP COD	E EMPLOYEE'S NAME, A	DDRESS AND Z	IP CODE	1 Wages, tips, oth	ner compensation	2 Federal income tax withheld		
U.S DEPARTMENT OF		DOE, JOHN R			30,733.86		6,061.18		
NATIONAL FINANCE (P.O. BOX 60000	SENTER	9122 LAKE ROAD NEW ORLEANS, LA 700	000		3 Social security	wages	4 Social security tax withheld		
NEW ORLEANS, LA 7	0160				33,047.20		600.09		
					5 Medicare wages 33,047.20	s and tips	6 Medicare tax withheld 421.51		
EMPLOYER'S ID 72-0		S SSN 123-45-6789			· ·				
8 Allocated tips	10 Dependent care benefits	12 Benefits included in Box 1	13D. 401K TSP 2,313.34	13P. XX N	Noving Allow. NT	14B. NT Health benefits	14D. XX Moving allow. NT		
9 Advance EIC payment		13C. Taxable life insurance	13E. 403B TIAA	14A. XX I	Moving allow. taxed	14C. COLA	14E. XX Moving allow. taxed		
16 State	Employer's State ID No.	18 State income tax	19 Name of	locality		Locality ID No.	21 Local income tax		
	1					1			
LOUISIANA	1369123001	429.51				1			
LOUISIANA	1309123001	429.51				1			
	1					T.			
	1					1			
	1					<u> </u>			
	reasury-Internal Reve		B - To be file			OMB No. 1545-0008			
FORM W-2 Wa	age and Tax State	ment 19XX	FEDERA	L tax ret	turn	90-22-1688-30-91	< Delivery Point		
Í									

Title I Chapter 20 Section 5

Exhibit 157

Wage Employees Error Listing

Report Number: BEAR9004 Primary Sequence: Department, agency

Brief Description: Provides a list of wage grade employees and the specific error condition for each POI. This report contains sensitive data; use is

restricted.

Production Frequency: Pay period

Other Sources For This Report:: None

Available Media: Hard copy, electronic

transmission

Sequence Of Data: POI

Available Distribution Levels: Agency

			SENSITIVE	PERSO	NNEL E	DATA USE IS	RESTE	RICTED					
EPORT # BEAR9004	4					MENT OF A		TURE				I	PAGE 2
ATE PREPARED			1	MOLTAN	AL FIN	ANCE CENT S ERROR L	ER						PAY PERIOD X
XX/XX/XX			WAC	AL LIVIE	LOTEL	3 LITTOIT L	ISTING						
			** SENSIT	IVE PI	ERSO	NNEL DAT	A – U	SE IS R	ESTRI	CTED	**		
SOCIAL SECURITY	EMPLOYEE NAME			AGY				GRADE	STEP				ERROR CONDITION
NUMBER		CODE	CODES		OFF	RATE	PLAN			F	T-DET	DUE	
000112222	SMITH	1904	19 0230 169	03	4860	15.52	WS	04	02	1	0	0	SALARY > TABLE SALARY WAS 15.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 158

Within-Grade Increase Record

Report Number: AD-658 Sequence Of Data: N/A

Brief Description: Provides 16 weeks advance notice that the employee will complete the waiting period required for within-grade salary increase. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Agency, POI, duty station

Other Sources For This Report:: RFQS, Within-

Grade Increase Record

Available Media: Hard copy

Available Distribution Levels: POI

		DEPARTMENT O -GRADE INC			
PART I	0 0001::	OFOLIDITY (NG	0.405100	4 DAY DIAN	44 MOLWAITING DEDICE BEST
NAME (Last, first, middle)	2. SOCIAL	SECURITY NO.	3. AGENCY CODE	4. PAY PLAN	14. WGI WAITING PERIOD BEGAN
5. OCCUP. 6. GRADE/STEP 7. PAY RATE MINANT CO	DETER- 8	. SALARY	9. DUT	Y STATION CODE	15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE)
10. OFFICIAL TITLE OF POSITION	,	11. PERS NO.	. POSITION	12. STANDARD JOB NO.	16. EFF. DATE FOR WGI
13. ORGANIZATION STRUCTURE CODE			1		17. WGI GRANTED YES NO
INSTRUCTIONS:The above employee to bility for the WGI depends upon your deacceptable level of competence." Pleathis WGI determination. This record will is withheld.	will meet the ti etermination a se make sure I be important	me requireme as the employe that you keep should the en	nts for a WGI ee's superviso o a record of a nployee reque	on the date shown in that the employee any discussions you set reconsideration if	n Block 16. Final eligi– s performance is at an hold with the employee on the within–grade increase
LEVEL	OF COMPETENC	E DETERMINATION	ON FOR WITHIN-	-GRADE INCREASE	
PART II – To be completed, when applic effective date.	able, by the e	mployee's imn	nediate super	visor not earlier than	2 weeks prior to the
AN ACCEPTABLE LEVEL OF 0 ployee in terms of the essentia work to be of an acceptable lev	COMPETEN I work factor rel of compe	CE. I perso s of the posi tence within	nally have c tion occupie the meaning	considered the wo d, and I certify tha g of 5 U.S.C. 533	rk of the above-named em- at I find the employee's 5.
SIGNATURE AND TITLE OF SUPERVISOR					DATE
PART III - To be completed, when applicable, by the	e employee's imm	ediate supervisor a	and the Reviewing	g Official.	
NOT AN ACCEPTABLE LEVEL the work of the above-named certify that it is not of an accept under 5 U.S.C. 5335.	OF COMPE employee in table level of	ETENCE. (C terms of the competence	Contact Pers essential w e to establis	sonnel Office.) I p ork factors of the h eligibility for a w	ersonally have considered position occupied, and I ithin–grade increase
SIGNATURE AND TITLE OF SUPERVISOR					DATE
I have discussed fully the work cur with the determination mad		oyee with the	e supervisor	r whose signature	appears above, and con-
SIGNATURE AND TITLE OF REVIEWING OFFICE	IAL				DATE
	RE	CONSIDERATION	FINDINGS		
PART IV - To be completed by an appropriate Agend	cy Official should	the employee requ	uest reconsideration	on.	
The employee's performance d quirement. The initial decision fected on the original due date.	to withhold i	ecified waitir s hereby rev	ng period me rersed. The	et the acceptable within-grade pay	level of competence re- increase should be ef-
The initial findings are sustained ment. Employee has been not		oloyee does	not meet the	e acceptable level	of competence require-
SIGNATURE AND TITLE OF REVIEWING OFFICE	IAL				DATE
	ORIG	INAL – NFC PF	ROCESSING CO	OPY	Form AD-658P (12/81)

Exhibit 159

Work Years And Personnel Cost Report Basic And Premium Work Years And Pay

Report Number: OPM1351-A

Brief Description: Provides a list by code of staff-years and related costs in thousands for basic

and premium work years and payroll.

Production Frequency: Annual (fiscal year)

Primary Sequence: Agency, pay system name

Sequence Of Data: Classification code

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department,

agency

	WORK YEARS AND PERSONNI BASIC AND PREMIUM WORK Y FISCAL YEAR 19XX			
	me (CC 1-2)			2. Agency Code (CC 3
Pay Syster	OFFICE OF THE SECRETARY n Name EXPERTS AND CONSULTANTS	4	Pay System Code (CC7-9)	01
CODE (CC 10-12)	ITEM	OMB OBJ CLASS	WORK YEARS (CC 13-20)	PERSONNEL COMPENSATION (Thousands) (CC 21-28)
100	Total–Basic Work Years and Payrolls		00	03
101	Full-Time Permanent Appointments		00	00
102	Full-Time Temporary Appointments		00	00
103	Part-Time and Intermittent Appointments (FTE)		00	03
200	Total-Selected Premium Work Years and Pay		00	00
201	Overtime		00	00
203	Holiday Pay		00	00
204	Sunday Pay		XX	00
205	Nightwork Differential		XX	00
206	Hazardous Duty Pay		XX	00
207	Post Differential		XX	00
208	Cash Awards		XX	00
	Other*		XX	00

Exhibit 160

Work Years And Personnel Cost Report Cost Of Employees' Benefits

Report Number: OPM1351-B

Brief Description: Provides a list of the total costs of personnel benefits and related percent of total pay

costs.

Production Frequency: Annual (fiscal year)

Primary Sequence: Department, agency

Sequence Of Data: Classification code

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department,

agency

	WORK YEARS AND PERSONNEL COST REP COST OF EMPLOYEES' BENEFITS FISCAL YEAR 19XX	ORT	Interagency Control No. 0197 - OPM-AN
1. Agency Na	me (CC-1-2)	2. Agency Code (CC-3-6)	
CODE (CC 10-12)	ITEM	COST (Thousands) (CC 13-20)	COST AS PERCENT OF BASIC PAYROLL
400	Total Cost of Benefits	,	
401	Health Insurance		
	- Federal Employees Health Benefits Act		
	– Other		
402	Life Insurance FEGLI		
403	Retirement		
404	- Civil Service Retirement		
405	- Federal Employees Basic Benefit (FERS)		
406	- Federal Employees Thrift Plan (FERS)		
407	- Other (specify)		
408	Federal Insurance Contributions Act Taxes (OASDHI)		
409	Federal Employee Compensation Act (Payments to Department of Labor)		
410	Uniform Allowances		
411	Overseas Allowances		
412	Other Benefits Included in Object Class 12.1		
500	Severance Pay		
	Total Benefits Plus Severance Pay (Sum of Codes 400 and 500)		

OPM Form 1351-B (Rev 1067)

Title I Chapter 20 Section 5

Exhibit 161

Work Years And Personnel Cost Report Leave Earned And Used

Report Number: OPM1351-C Sequence Of Data: Type of leave

Brief Description: Provides a list of various types of leave earned and used during the leave year.

Production Frequency: Annual (leave year)

Primary Sequence: Department, agency

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic

transmission

Available Distribution Levels: Department,

agency

Interagency Control No. 0197 - OPM-AN

WORK YEARS AND PERSONNEL COST REPORT LEAVE EARNED AND USED **LEAVE YEAR 19XX**

1. Agency Name						2. Agency Code (CC 3-6)
Type of	Leave Us	ed		Number of Leav	e Days	
Leave (CC 10)	Number of Days (CC 13-20)	Value (Thousands) (CC 21-28)	Earned (CC 29-36)	Carried Over End of Year (CC 37-44)	Forfeited End of Year (CC 45–52)	Credited for Retirement (CC 53–60)
1. Annual	(1)	(1)				xx
2. Sick					xx	
3. Holidays			XX	XX	XX	xx
4. Excused Absence			XX	xx	XX	xx
5. Other ²						

OPM Form 1351-C (Rev. 9/91)

¹ Includes lump-sum payments of terminal leave to separating employees and related accumulated days of annual leave.

Leave granted to employees not covered by Chapter 63 of Title 5. U.S. Code, regardless of type of leave. Specify categories of employees for whom this type of leave is reported.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 1

Your Personal Benefits Statement

Report Number: None

Brief Description: See description below.

Production Frequency: Annual (calendar year)

Primary Sequence: Employee name

Description Of Statement. The annual statement of employee compensation and fringe benefits, Your Personal Benefits Statement (statement), describes the estimated value of benefits available to an employee or his/ her survivors in the event of voluntary retirement, disability retirement, or death. The statement also includes estimated annuity benefits and account balances from the Thrift Savings Plan, social security (OASDI) and/or HIT/medicare benefits, and general guidance. Each employee eligible for retirement benefits receives a statement that is applicable to his/her retirement coverage. The statement is mailed to the employee's residence address as it appears on the payroll/personnel database at the time the statement is produced. Some employees may not receive the statement for the reasons noted below.

Who Will Receive The Statement

The purpose of the annual statement is to provide information about the employee's complete compensation package and to serve as a tool for the employee in developing a financial plan for his/her future retirement. Each eligible employee receives a statement that is applicable to his/her retirement coverage. The retirement plans are:

Retirement
Coverage
Code

Coverage	Plan Name
С	CSRS (Civil Service Retirement system) – Offset
E	CSRS-Offset Special Law Enforcement Officers/Firefighters (LEO/FF)
G	FSRDS (Foreign Service Retirement and Disability System) - Offset
K	FERS
M	FERS Special (LEO/FF)
P	FSPS (Foreign Service Pension System)

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy

Available Distribution Levels: Employee resi-

dence address

R	CSRS
T	CSRS-Offset Special (LEO/FF)
1	CSRS
2 09 only)	FICA (Federal Insurance Compensation Act) only (FDIC (Federal Deposit Insurance Corporation) Employees in Pay Plan LG, Type Appointment 04 and
3	FSRDS (Foreign Service Retirement and Disability System)
6	CSRS Special (LEO/FF)

FDIC employees with any of the above codes and an NTE-Date will receive an FDIC insert with his/her statement.

Part-time employees with any of the above codes and one of the following work schedules will receive a statement for his/her applicable retirement plan:

P - Part-time

Q - Part-time seasonal

S - Part-time job sharer

T - Part-time seasonal job sharer

Some employees' benefits statements may consist of less than a full calendar year, due to the agency's implementation date to the USDA Payroll/Personnel System.

Who Will Not Receive The Statement

Some employees **may not** receive the statement for the following reasons:

The employee's retirement coverage code is not shown in the above list.

The employee is intermittent/seasonal (i. e., other than work schedule P, Q, S, or T).

The employee's agency has elected not to issue the statement.

The employee's 6C retirement date in Information/Research Inquiry System (IRIS) Program 117, Retirement, is incorrect and the employee's retirement coverage code is 6, E, M, or T.

Title I Chapter 20 Section 5

Exhibit 162 Page 2

The employee is not eligible for retirement benefits.

The employee was not in active status in the last pay period of the prior year and Pay Period 1 of the current year.

At the agency's request, the 2008 benefits statement will not be issued to employees of the following agencies:

Architect of the Capitol

Commission on Security and Cooperation in Europe

Congressional Budget Office

Office of the Comptroller of the Currency

Smithsonian Institution (Trust)

Treasury U.S. Saudi/Arabian Joint Commission

on Economic Cooperation

Treasury Technical Assistance

U.S. Botanic Gardens

U.S. Capitol Police

U.S. Senate Restaurants

The 2008 benefits statement also will not be issued to employees with the following work schedule codes:

Code	Description
I	Intermittent
•	T 4 '44 4 C

J Intermittent Seasonal

Please direct employee inquiries about the statement to the employee's servicing personnel office.

Illustrations of the statements begin on page 198.

Description Of Each Item

The following provides an explanation of the items found on the statement. This documentation is not meant to be a final authority on the items, but is written only to explain how the items are computed for the statement. Most items appear on the statement for all retirement plans within the Personal Statement of Benefits System (PSBS). Some items appear only on selected statements and are clearly stated in the text of the description. Each item is assigned a unique number that is documented and described in the following pages. This number represents that particular item wherever it appears on the statement. All or a combination of the items may appear on your statement depending on your particular agency's requirements and/or your type of retirement plan.

² This item is shown as it appears on the Information/Research Inquiry System (IRIS) Program 101, Salary Data.

³ This item is shown as it appears on the Payroll/Personnel database at the time the benefits statements are produced.

Descriptions of each item are as follows:

1 Bar Code. The code used by the U.S. Post Office to sort and deliver mail.

2 Tray Number. The number of the tray that the employee's statement is placed in for transportation to the post office. This number is used for mail handling purposes.

3 Statement Number. The employee's benefit statement number within the mailing tray. Like the tray number, this number is used for mail handling purposes.

4 Department Code. The employee's department $code^{1,2}$.

5 Agency Code. The code^{1,2} designated to the employee's agency by the National Finance Center (NFC). This code includes the first 2 positions of the organizational structure code.

6 Agency/Bureau Employing Office Code. The employee's Personnel Office Identifier (POI)^{1,2}.

7 Employee Name - First. The first name of the employee ^{1,2}. If the employee has two or more first names, each is shown as indicated.

8 Employee Name - Middle. The middle name or initial of the employee^{1,2}.

9 Employee Name - Last. The last name of the employee ^{1,2}.

10 Residence Address (3 lines). The street or apartment name and number, PO Box or any other information excluding city, state, and ZIP Code for identifying the employee's residence³. This address can be found on IRIS Program 124, Address/Check Information.

11 City. The city name of the employee's mailing address^{2,3}.

12 State. The state abbreviation of the employee's mailing address 2,3 .

13 ZIP Code. The postal ZIP Code of the employee's address 2,3 .

14 Social Security Number. The employee's social security number^{1,2}.

15 Birth Date. The employee's date-of-birth¹ as it appears on IRIS Program 122, SF–50B Data Elements.

¹ This item is obtained from the Biweekly Examination Analysis and Reporting (BEAR) as of Pay Period 1 of the current year.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 3

- **16 Retirement SCD.** The employee's service computation date (SCD)¹ for retirement as it appears on IRIS Program 122.
- **17 Retirement Coverage Code**. The employee's retirement coverage code¹ as it appears on IRIS Program 117.
- **18 Retirement Plan Name**. The name of the employee's retirement plan for the retirement coverage code shown in Item 17. For more detailed information, see the Description of Each Item section. Descriptions can also be found on TMGT Table 25, AD–350 (Personnel Block And Description).
- 19 6C Retirement SCD. The employee's 6C service computation date¹ for retirement as it appears on IRIS Program 102, Dates & Misc Sal/Pers Data. This date is used to compute benefits under special LEO/FF service.

 FNote: If this date is invalid, incorrect, or missing, the employee will not receive a statement. Invalid means the 6C retirement date is not a valid date, is earlier that the employee's retirement SCD, or is later than the statement date. For all other statements, *N/A* is shown.
- **20 Leave SCD**. The employee's service computation date for leave accrual¹ as it appears on IRIS Program 122.
- **21 TSP Contribution Amount**. The employee's biweekly contribution to his/her Federal Thrift Savings Plan account¹ as it appears on IRIS Program 119, Thrift Savings Plan Funds. This amount is shown either as a dollar amount or percentage rate.
- **TSP Fund Distribution**. The amount allocated by the employee to each of the 3 TSP funds as it appears on IRIS Program 119. The 3 funds are:
- **G Fund** Government Securities Investment Fund.
- F Fund Fixed Income Index Investment Fund.
- C Fund Common Stock Index Investment Fund.

23 Annual Salary. The employee's adjusted salary, that consists of the rate of annual basic pay, interim geographic adjustments and locality comparability payments for the current year. This amount is obtained from the employee's personnel history as of Pay Period 1 of the current year. Administratively Uncontrollable Overtime (AUO), availability pay, and stand-by pay amounts are obtained from the Payroll Processing System (PAYE) as of Pay Period 1 of the current year. For detailed information on basic pay, see the Federal Personnel Manual (FPM) Supplement 830–1.

Note: For LEO/FF Retirement Coverage Codes M, E, T, and 6, this is the adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in Pay Period 1 of the current year.

Annual Salary=[Adjusted Salary (Item 23) + (PP01 AUO, Availability, Standby Pay x the Number of Pay Periods in the Prior Year)].

For U.S. Customs employees covered by the Customs Officer Pay Reform of 1993 (COPR), this amount reflects the employee's adjusted salary as of Pay Period 1 of the current year. COPR overtime is not included in this figure.

For part-time employees (Work Schedule P, Q, S, or T), the hourly rate of pay is obtained from the employee's personnel history record as of Pay Period 1 of the current year. If the rate is not PH (per hour), annual salary is computed as follows:

Hourly Rate = Adjusted Salary \div 2087

Annual Salary = (Hourly Rate x Tour-of-Duty-Hours x 26/27)

All employees' adjusted salaries have been modified for the following conditions:

□ If the employee's Salary Rate Code is PD (per day), the annual salary is computed as follows:

Annual Salary = Daily Rate x 260 (yearly work days)

☐ If the employee's Salary Rate Code is PH, the annual salary is computed as follows:

Annual Salary = Hourly Rate x 2087 (yearly work hours)

 $^{1\ \}mbox{This}$ item is obtained from BEAR as of Pay Period 1 of the current year.

Title I Chapter 20 Section 5

Exhibit 162 Page 4

24 Agency Compensation – Prior Year. The summary of the employee's annual salary (Item 23) plus all government contributions toward applicable Government/Non-Government-Wide retirement coverage, health and life insurance premiums, Federal Insurance Contribution Act (FICA), Thrift Savings Plan for the employee for the prior year, and annual pay differential for FDIC employees. Adjusted salary is obtained from the employee's personnel history as of the last pay period of the prior year. AUO, availability pay, and standby pay are obtained from PAYE as of the last pay period of the prior year. Retirement deductions are obtained from RETM as of the last pay period of the prior tax year.

For most employees, the annual salary is the adjusted salary as of the last pay period of the prior year.

For LEO/FF Retirement Coverage Codes M, E, T, and 6, this is the last pay period adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in last pay period of the prior year:

Annual Salary=[PP 26 Adjusted Salary (Item 23) + (PP 1 thru PP 26/27 AUO, Availability, Standby Pay)]

For part-time employees (Work Schedule P, Q, S, or T, the hourly rate of pay is obtained from the employee's personnel history record as of the last pay period of the prior year. Total hours worked (for the tax year) are obtained from RETM as of the last pay period of the prior tax year. Annual salary is computed as follows:

Hourly Rate = Adjusted Salary \div 2087

Annual Salary = [Hourly Rate (as of PP 26) x Total Hours Worked For The Year]

For U.S. Customs employees covered by COPR, this amount reflects the employee's prior year annual salary plus benefits and is computed one of the following ways:

• FERS and CSRS-Offset employees Retirement Coverage Codes K or C:

Annual Salary=1999 Retirement Deductions + Retirement Deductions x 95.24

CSRS employees Retirement Coverage Codes 1 and R:

Annual Salary=1999 Retirement Deductions + Retirement Deductions x 13.79

25 Sick Leave Balance - Prior Year. The employee's carryover sick leave balance¹ for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

26 Annual Leave Balance - Prior Year. The employee's carryover annual leave balance¹ for the prior year as it appears on IRIS Program 136, Annual/ Sick Leave, as of the last pay period of the prior year.

27 FEHB Plan Name. The name of the employee's Government-wide health benefit carrier.

□ If the employee's health benefit code on IRIS Program 115, Health Benefits, is 1, Enrolled, the health benefits plan coverage code is used to find the name of the Government-wide benefit carrier on the Table Management System (TMGT) Table 11, Health Benefit Carrier Name And Address.

□ If the name of the carrier cannot be found, the message Your Federal Health Carrier Has Discontinued Service, Contact Your Personnel Office is shown.

□ If the health benefit plan code and the health benefit option code are both zero, the message *You Are Not Enrolled In A Federal Health Benefit Plan* is shown.

28 FEHB Plan Code. The employee's Federal Employee's Health Benefits (FEHB) enrollment code² as it appears on IRIS Program 115 as of Pay Period 1 of the current year.

 $^{^{\}rm 1}$ This item is obtained from BEAR as of the last pay period of the prior year.

 $^{^2\,\}mathrm{This}$ item is obtained from BEAR as of Pay Period 1 of the current year.

Exhibit 162 Page 5

29 Current Year Biweekly Cost To Employee For FEHB. The biweekly amount³ paid by the employee for FEHB coverage. If a full-time employee is enrolled in a health benefit plan in Pay Period 1 but no deductions were recorded, this figure5 is obtained from TMGT Table 12, Health Benefit Rates, in order to reflect the expected biweekly deduction amount for the current year. If any FDIC employee is enrolled in a Federal health benefit plan in Pay Period 1 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 12

- ³ This item is obtained from the Payroll Processing System (PAYE) as of Pay Period 1 of the current year.
- ⁴ This item is obtained from PAYE as of the last pay period of the prior year.
- ⁵ Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.
- ⁶ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

30 Current Year Biweekly Cost To Agency For FEHB. The biweekly amount^{3,5} paid by the agency for the employee's FEHB coverage. If the employee is enrolled in a health benefit plan in Pay Period 1 but no deductions are recorded, this figure is obtained from TMGT Table 12 in order to reflect the expected biweekly contribution amount for the current year.

If any FDIC employee is enrolled in a Federal health benefit plan in Pay Period 1 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 12

31 Total Current Year Biweekly FEHB Cost. The total biweekly amount⁵ paid for the employee's FEHB coverage. This total is the sum of Items 29 and 30.

32 Prior Year Annual Cost To Employee For FEHB. The annual amount^{4,6} paid by the employee for FEHB coverage for the prior year.

The annual amount^{4,6} paid by the agency for the employee's FEHB coverage for the prior year.

LI- Cov- Code	Description	LI- Cov- Code	Description
A0,	N/A	I1	Basic, 1x-Additional, -1x-Family
B0			
C0	Basic	12	Basic, 1x-Additional, 2x-Family
D0	Basic, Standard	13	Basic, 1x-Additional-3x, Family
E1	Basic, 1x Family	14	Basic, 1x-Additional-4x, Family
E2	Basic, 2x Family	15	Basic, 1x-Additional-5x-Family
E3	Basic, 3x Family	J1	Basic, Standard 1x Additional,1x-Family
E4	Basic, 4x Family	J2	Basic, Standard 1xAdditional, 2x-Family
E5	Basic, 5x Family	J3	Basic, Standard 1x Additional 3x, Family
F1	Basic, Standard, 1x-Family	J4	Basic, Standard 1x-Additional 4x-Family
F2	Basic, Standard, 2x-Family	J5	Basic, Standard 1x-Additional 5x-Family
F3	Basic, Standard, 2x-Family	K0	Basic, 2x-Additional
F4	Basic, Standard, 4x-Family	L0	Basic, Standard, 2x Additional
F5	Basic, Standard, 5x- Family	M1	Basic, 2x-Additional, 2x-Family
G0	Basic, 1x-Additional	M2	Basic, 2x-Additional, 2x-Family
H0	Basic, Standard, 1x- Additional	МЗ	Basic, 2x-Additional, 3x-Family

Title I Chapter 20 Section 5

Exhibit 162 Page 6

LI- Cov- Code	Description	LI- Cov- Code	Description
M4	Basic, 2x-Additional, 4x-Family	R2	Basic, Standard, 3x-Additi
M5	Basic, 2x-Additional, 5x-Family	R3	Basic, Standard, 3x-Additi
N1	Basic, Standard, 2x-Additional, 1x-Family	R4	Basic, Standard, 3x-Additi
N2	Basic, Standard, 2x-Additional, 2x-Family	R5	Basic, Standard, 3x-Additi
N3	Basic, Standard, 2x-Additional, 3x-Family	S0	Basic, 4x-Additional
N4	Basic, Standard, 2x-Additional, 4x-Family	T0	Basic, Standard, 4x-Additi
N5	Basic, Standard, 2x-Additional, 5x-Family	U1	Basic, Additional-4x, 1x-Fa
90	Basic, 3x-Additional	U2	Basic, Additional-4x, 2x-Fa
P0	Basic, Standard, 3x-Additional	U3	Basic, Additional-4x, 3x-Fa
Q1	Basic, 3x-Additional, 1x-Family	U4	Basic, Additional-4x, 4x-Fa
Q2	Basic, 3x-Additional, 2x-Family	U5	Basic, Additional-4x, 5x-Fa
Q3	Basic, 3x-Additional, 3x-Family	V1	Basic, Standard, 4x-Additi
Q4	Basic, 3x-Additional, 4x-Family	V2	Basic, Standard, 4x-Additi
Q5	Basic, 3x-Additional, 5x-Family	V3	Basic, Standard, 4x-Additi
R1	Basic, Standard, 3x-Additional, 1x-Family	V4	Basic,Standard, 4x-Addition

LI- Cov-	Description
Code	Description
R2	Basic, Standard, 3x-Additional, 2x-Family
R3	Basic, Standard, 3x-Additional, 3x-Family
R4	Basic, Standard, 3x-Additional, 4x-Family
R5	Basic, Standard, 3x-Additional, 5x-Family
S0	Basic, 4x-Additional
T0	Basic, Standard, 4x-Additional
U1	Basic, Additional-4x, 1x-Family
U2	Basic, Additional-4x, 2x-Family
U3	Basic, Additional-4x, 3x-Family
U4	Basic, Additional-4x, 4x-Family
U5	Basic, Additional-4x, 5x-Family
V1	Basic, Standard, 4x-Additional, 1x-Family
V2	Basic, Standard, 4x-Additional, 2x-Family
V3	Basic, Standard, 4x-Additional, 3x-Family
V4	Basic,Standard, 4x-Additional, 4x-Family

LI-Cov-Code	Description
V5	Basic, Standard, 4x-Additional, 5x-Family
W0	Basic, 5x-Additional
X0	Basic, Standard, 5x-Additional
Y1	Basic, 5x-Additional, 1x-Family
Y2	Basic, 5x-Additional, 2x-Family
Y3	Basic, 5x-Additional, 3x-Family
Y4	Basic, 5x-Additional, 4x-Family
Y5	Basic, 5x-Additional, 5x-Family
Z1	Basic, Standard, 5x-Additional, 1x-Family
Z2	Basic, Standard, 5x-Additional, 2x-Family
Z3	Basic, Standard, 5x-Additional, 3x-Family
Z4	Basic, Standard, 5x-Additional, 4x-Family
Z5	Basic, Standard, 5x-Additional, 5x-Family

34 Total Prior Year Annual Cost For FEHB. The total amount⁶ paid for the employee's FEHB coverage for the prior calendar year. This total is the sum of Items 32 and 33.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 7

- **35 Type Of FEGLI Coverage**. The description of the employee's life insurance coverage code as it appears on IRIS Program 116, Life Insurance. The description is retrieved from TMGT Table 25, AD–350 (Personnel Block And Description), Block Number 13. For more information on these coverages, see the Office of Personnel Management publication Federal Employee's Group Life Insurance (FEGLI) (RI 76–21), FPM Supplement 870–1, or contact your personnel office.
- **36** Current Year Biweekly Cost To Employee For FEGLI Basic Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI basic coverage for the current year.
- 37 Current Year Biweekly Cost To Agency For FEGLI Basic Coverage. The amount^{1,2} paid each pay period by the agency for the employee's FEGLI basic coverage for the current year.
- **38** Total Current Year Biweekly Cost For FEGLI Basic Coverage. The total amount^{1,2} paid each pay period for the employee's FEGLI basic coverage for the current year. This total is the sum of Items 36 and 37.
- **39** Current Year Biweekly Cost To Employee For FEGLI Standard Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI standard coverage for the current year.
- **40** Current Year Biweekly Cost To Employee For FEGLI Additional Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI additional coverage for the current year.

- **41** Current Year Biweekly Cost To Employee For FEGLI Family Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI family coverage for the current year.
- **Total Current Year Biweekly Cost To Employee For FEGLI Optional Coverage**. The total amount²
 paid each pay period by the employee for FEGLI standard, additional, and family coverage for the current year. This total is the sum of Items 39, 40, and 41.
- **43 Prior Year Annual Cost To Employee For FEGLI Basic Coverage.** The annual amount^{3,4} paid by

- the employee for FEGLI basic coverage for the prior year.
- **44 Prior Year Annual Cost To Agency For FEGLI Basic Coverage.** The annual amount^{3,4} paid by the agency for employee's FEGLI basic coverage for the prior year.
- **Total Prior Year Annual Cost For FEGLI Basic Coverage**. The total annual amount⁴ paid for the employee's FEGLI basic coverage for the prior year. This total is the sum of Items 43 and 44.
- **46 Prior Year Annual Cost To Employee For FEGLI Standard Coverage**. The annual amount^{3,4} paid by the employee for FEGLI standard coverage for the prior year.
- **47 Prior Year Annual Cost To Employee For FEGLI Additional Coverage**. The annual amount^{3,4} paid by the employee for FEGLI additional coverage for the prior year.
- **48 Prior Year Annual Cost To Employee For FEGLI Family Coverage.** The annual amount^{3,4} paid by the employee for FEGLI family coverage for the prior year.
- **Total Prior Year Annual Cost To Employee For FEGLI Optional Coverage**. The total annual amount⁴ paid by the employee for FEGLI standard, additional, and family coverage for the current year. This total is the sum of Items 46, 47, and 48.
- **50 FEGLI Basic Coverage, Not Accidental Death.** The employee's FEGLI basic coverage amount payable at death. FEGLI basic coverage amount is the greater of (1) the annual salary (rounded up to the next \$1,000+\$2,000) or (2) \$10,000. If the employee has not elected FEGLI basic coverage, *N/A* is shown.

For most employees, the basic FEGLI coverage amount is equal to the life insurance coverage as it appears on IRIS Program 116, multiplied by 1,000 (annual salary, rounded up to the next 1,000).

- For LEO/FF (Retirement Coverage Codes 6, E, M, and T) who receive AUO, availability pay, or standby pay in Pay Period 1, the basic FEGLI coverage is computed as follows:
- **Step 1**. Multiply the appropriate AUO, availability pay, or standby pay received in Pay Period 1 of the current year by 26.
- **Step 2**. Add the results of Step 1 to the employee's adjusted salary (Item 23) as of Pay Period 1.
- **Step 3**. Round the results of Step 2 up to the nearest thousand dollars.
- **Step 4**. Basic FEGLI coverage amount = Step 3 amount + \$2,000.

¹ This item is obtained from PAYE as of Pay Period 1 of the current year.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of last pay period of the prior year. ⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details"

Exhibit 162 Page 8

- For U.S. Customs employees covered by COPR, the basic FEGLI coverage amount is computed as follows:
- **Step 1**. Determine the employee's hourly rate as of Pay Period 1 of the current year. This is equal to the employee's adjusted salary (Item 23) divided by 2087 (yearly work hours).
- **Step 2**. Compute [Step 1 (hourly rate) x COPR-OT-HRS-FY as of the last pay period of the prior year (IR101) x 2].
- **Step 3**. Compute [Step 1 (hourly rate) x COPRCOMM-HRS-FY as of the last pay period of the prior year (IR101) x 3].
- **Step 4**. Compute [Step 2 + Step 3] (limited to \$12,500).
- **Step 5**. Compute [Adjusted salary (Item 23) + Step 4].
- **Step 6**. Round results of Step 5 up to nearest \$1,000.
- **Step 7.** Basic FEGLI coverage amount = Step 6 + \$2,000.

The following table reflects the extra benefits payable at certain ages for FEGLI basic coverage:

If employee's age is	Amount Payable is
0 – 35	FEGLI basic coverage amt x 2
36	FEGLI basic coverage amt x 1.9
37	FEGLI basic coverage amt x 1.8
38	FEGLI basic coverage amt x 1.7
39	FEGLI basic coverage amt x 1.6
40	FEGLI basic coverage amt x 1.5
41	FEGLI basic coverage amt x 1.4
42	FEGLI basic coverage amt x 1.3
43	FEGLI basic coverage amt x 1.2
44	FEGLI basic coverage amt x 1.1
45 and over	FEGLI basic coverage amt x 1

51 FEGLI Standard Coverage, Not Accidental Death. The employee's optional life insurance amount payable at death from any cause. If the employee has elected Option A, Standard, the amount is \$10,000. If the employee has not elected FEGLI standard coverage, *N/A* is shown.

52 FEGLI Additional Coverage, Not Accidental Death. The employee's additional life insurance amount payable at death from any cause. If the employee has elected Option B, Additional, the amount is computed as follows:

If Option B Additional Is	Amount Payable Is
1	(FEGLI basic coverage amount –\$2,000) x 1
2	(FEGLI basic coverage amount – \$2,000) x 2
3	(FEGLI basic coverage amount – \$2,000) x 3
4	(FEGLI basic coverage amount – \$2,000) x 4
5	(FEGLI basic coverage amount – \$2,000) x 5

- \Box If the employee has not elected Option B, Additional, N/A is shown.
- **Total FEGLI Basic, Standard, And Additional Coverage, Not Accidental Death**. The total amount payable at death. This total is the sum of Items 50, 51, and 52.
- **54 FEGLI Basic Coverage, Accidental Death.** The amount payable under FEGLI basic coverage if death is accidental. This amount equals FEGLI basic life insurance coverage (Item 50) with extra benefits payable at certain ages plus FEGLI basic life insurance coverage (Item 50) without extra benefits.
- **55 FEGLI Standard Coverage, Accidental Death.** The amount payable under FEGLI standard coverage if death is accidental. This amount equals Item 51 multiplied by 2. If the employee has not elected Option A (standard coverage), *N/A* is shown.
- **56 FEGLI Additional Coverage, Accidental Death.** The amount payable under FEGLI additional coverage if death is accidental. This amount is the same as the amount payable if death is not accidental (Item 52). If the employee has not elected Option B (additional coverage), N/A is shown.
- **57 Total FEGLI Basic, Standard, Additional Coverage, Accidental Death**. The amount payable under FEGLI basic, standard, and additional coverage if death is accidental. This total is the sum of Items 54, 55, and 56
- **58 FEGLI Family Coverage, Death Of Spouse**. The amount payable (\$5,000) to the employee under FEGLI family coverage in case of death of the employee's spouse. If the employee has not elected FEGLI family coverage, *N/A* is shown.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 9

59 FEGLI Family Coverage, Death Of Child. The amount payable (\$2,500) to the employee under FEGLI family coverage in case of death of an employee's child. If the employee has not elected FEGLI family coverage, *N/A* is shown.

60 Accidental Loss Of Limbs Or Total Eyesight. The amount payable to the employee for accidental loss of limbs or eyesight under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. If the employee has Option A, Standard Life Insurance, the amount payable is the FEGLI coverage amount plus \$10,000. For all other options, the amount payable is the FEGLI coverage amount.

61 Accidental Loss Of One Limb Or One Eye. The amount payable to the employee for the accidental loss of one limb or one eye under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. This amount is one-half of the amount shown in Item 60.

Current Year Biweekly TSP Contributions By Employee. The biweekly amount^{1,2} the employee contributed to his/her Thrift Savings Plan (TSP) account.

G3 Current Year Biweekly TSP Contributions By Agency. The biweekly amount^{1,2} the agency contributed to the employee's TSP account. This field appears on the Federal Employees Retirement System (FERS) and Foreign Service Pension System (FSPS) statements only (Retirement Coverage Codes K, M, and P).

64 Total Current Year Biweekly TSP Contributions. The total biweekly amount² contributed to the employee's TSP account. This total is the sum of Items 62 and 63. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

Employee. The biweekly amount^{3,4} the employee contributed to his/her TSP account for the prior year.

G6 Prior Year Annual TSP Contributions By Agency. The biweekly amount^{3,4} the agency contrib-

uted to the employee's TSP account for the prior year. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

67 Total Prior Annual Year TSP Contributions. The total amount⁴ contributed to the employee's TSP account for the prior year. This total is the sum of Items 65 and 66. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

68 TSP Account Balance. The employee's TSP account balance⁴ as of the last pay period of the prior year.

Retirement Date. The estimated balance of the employee's TSP account at the employee's earliest eligible retirement date under either special LEO/FF service (Item 84) or regular service (Item 89). This balance is computed according to the following formula:

Projected-Balance= $[B \times 1.0723^N] + [S \times C \times (1.0723^N-1) \times 14.3081]$

B=TSP account balance as of December 31 of the prior year (Item 68)

N=number of years additional service to be performed

S=Pay Period 1 adjusted annual salary (Item 23)

C=employee and agency biweekly TSP contribution rate (percentage)

For detailed instructions on estimating TSP account balances, see the Thrift Savings Plan Annuities (Publication TSP-BK05 or access *www.tsp.gov* through the World Wide Web on the Internet).

70 TSP Annuity Interest Rate Index. The TSP annuity interest rate index for December of the prior year. The rate used in 2008 is 4.25%

[71] Employee Age At TSP Monthly Annuity (Options 1–3). The employee's age at the estimated retirement date. This is determined by subtracting the date of birth from the applicable optional retirement date (Items 84 and 89).

TSP Monthly Annuity For Single Life (Options 1–3). The estimated single life annuity (level payments, no added features) at the age shown in Item 71. For LEO/FF, this will correspond to the earliest group of retirement annuities shown under Item 84. For all other employees, this will correspond to the earliest group of retirement annuities shown in Item 89.

This annuity estimate is determined as follows:

Step 1: Compute [estimated TSP balance \div 1,000].

Step 2: Determine monthly annuity factor per \$1,000 account balance (see Table 72–1 below).

Step 3: Calculate preliminary monthly annuity payment (Step 1 x Step 2).

Step 4: Obtain current interest rate index (Item 70).

¹ This item is obtained from PAYE as of Pay Period 1 of the current year.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of the last pay period of the prior year.

⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

Title I Chapter 20 Section 5

Exhibit 162

Step 5: Obtain interest rate index used in annuity table below. This is 7.0000%.

Page 10
Step 7: Obtain interest adjustment factor (see Table 72–2 below).

Step 6: Determine interest rate increase/decrease

Step 8: Determine adjustment multiplier (Step 6 x 7).

(Step	5	_	Ste	p 4).
-------	---	---	-----	-----	----

Table 72-1 Monthly Single Annuity Factors Per \$1,000 Account Balance (7%)				
nployee's Age	Annuity Factor	Employee's Age		
	\$6.59	70	_	
;	\$6.63	71		
5	\$6.68	72		
7	\$6.73	73		
3	\$6.79	74		
9	\$6.84	75		
)	\$6.90	76		
1	\$6.97	77		
2	\$7.03	78		
3	\$7.11	79		
4	\$7.18	80		
5	\$7.27	81		
56	\$7.35	82		
7	\$7.45	83		
58	\$7.55	84		
i9	\$7.66	85		
60	\$7.77	86		
51	\$7.90	87		
62	\$8.04	88		
63	\$8.18	89		
64	\$8.34	90		
35	\$8.51	91		
66	\$8.69	92		
67	\$8.88	93		
8	\$9.09	94		
9	\$9.32			

Exhibit 162

Page 11

Step 9: Determine increase/decrease to estimate (Step 3 x Step 8).

Step 10: Determine estimated monthly annuity adjusted for current interest rate (Step 3 + Step 9).

Table 72–2 Interest Adjustment Factors For Single Life Annuities

Employee's Age Bracket	Factor
25-44	0.117
45–54	0.101
55–59	0.092
60-64	0.083
65–94	0.075

For detailed instructions on estimating TSP annuities, see the Thrift Savings Plan Annuities (Publication TSP-BK05 or access *www.tsp.gov* through the World Wide Web on the Internet.

73 TSP Monthly Annuity For Joint Life (Options 1–3). The estimated joint life annuity (level payments, no added features) at the age shown in Item 71. For LEO/FF, this will correspond to the earliest group of retirement annuities shown under Item 84. For all other employees, this will correspond to the earliest group of retirement annuities shown under Item 89.

This annuity estimate is determined according to the following steps:

Step 1: Compute [estimated TSP account balance (Item 69) ÷ 1,000].

Step 2: Determine monthly annuity factor per \$1,000 account balance (see Table 73–1 below).

Step 3: Calculate preliminary monthly annuity payment (Step 1 x Step 2).

Step 4: Obtain current interest rate index (Item 70).

Step 5: Obtain interest rate index used in annuity table below. This is 7.0000%.

Step 6: Determine interest rate increase/decrease (Step 4 – Step 5).

Step 7: Obtain interest adjustment factor (see Table 73-2 below).

Step 8: Determine adjustment multiplier (Step 6 x Step 7).

Step 9: Determine increase/decrease to estimate (Step 3 x Step 8).

Step 10: Determine estimated monthly annuity adjusted for current interest rate (Step 3 + Step 9).

Table 73-1 Monthly Joint Annuity Factors Per \$1,000 Account Balance (7%)

Employee's Age	Annuity Factor	Employee's Age	Annuity Factor
44	\$6.23	70	\$8.05
45	\$6.25	71	\$8.22
46	\$6.28	72	\$8.40
47	\$6.31	73	\$8.60
48	\$6.34	74	\$8.81
49	\$6.37	75	\$9.04
50	\$6.40	76	\$9.29
51	\$6.44	77	\$9.56
52	\$6.48	78	\$9.85
53	\$6.52	79	\$10.16
54	\$6.57	80	\$10.50
55	\$6.62	81	\$10.87
56	\$6.67	82	\$11.26
57	\$6.73	83	\$11.69
58	\$6.79	84	\$12.14
59	\$6.86	85	\$12.63
60	\$6.93	86	\$13.16
61	\$7.01	87	\$13.71
62	\$7.09	88	\$14.31
63	\$7.18	89	\$14.94
64	\$7.28	90	\$15.61
65	\$7.38	91	\$16.32
66	\$7.50	92	\$17.07
67	\$7.62	93	\$17.88
68	\$7.75	94	\$18.74
69	\$7.90	i	

Title I Chapter 20 Section 5

Exhibit 162 Page 12

Table 73–2 Interest Adjustment Factors For Joint Life Annuities

Employee's Age Bracket	Factor
25-44	0.127
45–54	0.111
55-59	0.103
60-64	0.097
65–94	0.087

For detailed instructions on estimating TSP annuities, see the Thrift Savings Plan Annuities (Publication TSP-BK05) or access *www.tsp.gov* through the World Wide Web on the Internet.

74 Current Year Biweekly Cost To Employee For Retirement. The amount^{1,2} paid by the employee each pay period toward his/her retirement account for the current year.

75 Current Year Biweekly Cost To Agency For Retirement. The amount^{1,2} paid by the agency each pay period toward the employee's retirement account for the current year.

Total Current Year Biweekly Cost for Retirement. The total amount² paid each pay period toward the employee's retirement account for the current year. This total is the sum of Items 74 and 75.

77 Prior Year Annual Cost To Employee For Retirement. The amount^{3,4} paid by the employee toward his/her retirement account for the prior year.

78 Prior Year Annual Cost To Agency For Retirement. The amount^{3,4} paid by the agency toward the employee's retirement account for the prior year.

Total Prior Year Annual Cost For Retirement. The total amount⁴ paid towards the employee's retirement account for the prior year. This total is the sum of Items 77 and 78.

¹ This item is obtained from PAYE as of Pay Period 1 of the current year.
² Adjustments (manual payments) made after the last day of the last pay

80 High-3 Average Pay For Retirement. The estimate of the employee's *High-3 Average Pay* for the earliest eligible retirement date (Item 89). For LEO/FF, this estimate corresponds to the earliest retirement date shown under special service (Item 84). In computing the *High-3 Average Pay*, the rate of basic pay is used, not the actual pay received by the employee. For more information on pay entitlement included in these calculations, see the CSRS and FERS Handbook for Personnel and Payroll Offices.

For the purposes of this statement, retirement benefits beginning more than 3 years in the future have been estimated using the employee's adjusted salary as of the date of the statement as the *Retirement High-3*. Retirement benefits payable within the next 3 years have been estimated using a *Retirement High-3* consisting of the employee's adjusted salary averaged over a 3-year period prior to the proposed retirement date.

For part-time employees (Work Schedule P, Q, S, or T), the employee's deemed salary (the salary the employee would have earned if he/she were full-time), not the actual part-time salary earned, is used as the rate of pay.

Note: Accumulated sick leave is not included in these calculations.

□ If LEO/FF (Retirement Coverage Codes M, E, T, or 6) received any appropriate AUO, availability pay or standby pay for the 3-year period, it is included in the *Retirement High-3* calculations. If the employee will not have 20 years of special service at ages 50, 55, or 57, the statement includes dates at which he/she will have the 20 years of special service. Also, if the employee's 6C Retirement date as shown on IRIS Program 102, Dates & Misc Sal/Pers Data, is incorrect or invalid, the employee will not receive a statement. **Note:** Invalid means the 6C retirement date is not a valid date, is earlier that the employee's retirement SCD, or is later than the statement date.

For U.S. Customs employees covered by COPR, the *Retirement High-3* pay is determined as follows:

- For employees eligible to retire within the next 3 years, the *High-3 Average Pay* consists of earnings, including allowable overtime (not to exceed \$15,000 in a fiscal year) averaged over a 3-year period prior to the statement date. Overtime is excluded from earnings after 12/31/99.
- Earnings from the prior year are calculated by multiplying each year's retirement contribution as it appears in RETM by a factor of 13.79 for CSRS employees and 95.24 for FERS employees.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

 $^{^3}$ This item is obtained from PAYE as of the last pay period of the prior year.

⁴ Adjustments (manual Payments) are not included in this amount. ⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

Exhibit 162 Page 13

 For employees not eligible to retire within the next 3 years, the *High-3 Average Pay* consists of earnings and allowable overtime for the prior calendar year.

The following steps explain the approach used in determining the employee's *High-3 Average Pay*. For an example of how to calculate an employee's *High-3 Average Pay*, see Example A (examples follow the Description of Items).

- **Step 1**. Subtract 3 years from the proposed retirement date and locate different rates of basic pay in effect over that 3 year period.
- **Step 2.** Determine the first time interval covering the same rate of basic pay (subtract the beginning date containing all equal basic pay amounts from the ending date).
- **Step 3**. Determine the time factor using the 360 Day Factor Chart (see the CSRS and FERS Handbook for Personnel and Payroll Offices) or a 360 Day Factor formula.
- **Step 4.** Compute the actual pay earned by multiplying the pay rate in effect by the time factor and round to the nearest cent.
- **Step 5.** Follow Steps 3 and 4 again for subsequent changes of pay rates until the total time factor is 3 years. The total time factor will not always exactly equal 3 years (for example 2.988000 or 3.006666 would be appropriate).
- **Step 6.** Total all actual earnings for the entire 3-year period.
- **Step 7.** Divide the total pay earned by 3 or if an employee has not worked 3 years, use the actual length of time the employee has worked to compute the High-3 Average Pay.

In preparing this statement, the following guidelines are used:

- For retirement computation purposes, all months have 30 days. No credit is given for the 31st day of the month. A year consists of 360 days (12 x 30 days). Length of service is based on whole months. All remaining days are dropped.
- When subtracting the beginning day of a period of service from the ending day of a period of service, a day is added to the ending date to derive the length of the period.
- When it is necessary to borrow a month, the time borrowed is always 30 days. When it is necessary to borrow a year, the time borrowed is always 12 months.

81 Age At Earliest Retirement Date. The employee's age associated with the earliest eligible

retirement date, shown in Items 84 and 89. This date is obtained by subtracting the employee's date of birth from the earliest eligible retirement date.

82 Length Of Service Earliest Retirement Date. The employee's length of service associated with the earliest eligible retirement date, shown in Items 84 and 89. This field is computed as follows:

Length of Service = [Earliest Eligible Retirement Date – Retirement SCD]

Note: In the above calculations, the length of service shown for part-time employees (Work Schedule P, Q, S, and T) is not prorated for tour-of-duty. The full length of service is used in each annuity computation. The final annuity computation is then prorated for tour-of-duty. This method is used because the full tour-of-duty proration is not available.

83 Age At Retirement Date (1–4) Under Special Service. The employee's age at the eligible retirement date under special (LEO/FF) service. Up to four different eligible retirement ages may be shown. This number is obtained by subtracting the employee's date of birth from the eligible retirement date (Item 84). This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6).

84 Eligible Retirement Date (1–4) Under Special Service. The employee's eligible retirement date under special (LEO/FF) service. Up to four different eligible retirement dates are shown for FERS employees. All others will show up to three different dates. This is the date at which the employee will have 20 years of special service and be at least 50 years old or have 25 years of service at any age. If the employee does not have 20 years of special service at ages 50, 55, or 57, the statement will reflect the date at which he/she will have the 20 years of special service. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). Note: The 4th eligible date of retirement with 25 years of service at any age applies to FERS employees only.

Monthly Annuity Without Survivor Benefit (1–4) Under Special Service. The estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under special (LEO/FF) service. Up to four different monthly annuities are shown for FERS employees. All others will show up to 3 annuities. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6).Note: The 4th annuity with 25 years of service at any age applies to FERS employees only.

Title I Chapter 20 Section 5

Exhibit 162 Page 14

FERS LEO/FF (Retirement Coverage Code M) is computed using the High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FERS special retirement formulas shown in Example C.

CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes E, T, and 6) monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and applicable CSRS Special or CSRS-Offset Special retirement formulas shown in Example E.

Note: In the above calculations, the years of service are prorated by Pay Period 1 of the current year tour-of-duty for part-time employees (Work Schedule P, Q, S, or T). This estimate is used because the complete tour-of-duty proration is not available.

B6 Monthly Annuity With Survivor Benefit (1–4) Under Special Service. The estimated annuity (with full survivor benefit) that the employee will receive at the specified age and date under special (LEO/FF) service. Up to four different monthly annuities are shown for FERS employees. All others will show up to 3 annuities. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th annuity with 25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M). This amount is equal to 90% of the employee's estimated Monthly Annuity Without Survivor Benefit.

CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes E, T, and 6). The estimated monthly annuity is computed as follows:

Step 1. Compute [Monthly Annuity Without Survivor Benefit (Item 85) x 12].

Step 2. Compute [(First \$3,600 of Step 1) x 2.5%].

Step 3. Compute [(Step 1 – \$3,600) x 10%]

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Step 1 – Step 4].

Step 6. Compute [Step $5 \div 12$].

87 Monthly Annuity With Survivor Benefit For Spouse (1–4) Under Special Service. The estimated annuity (with full survivor benefit) the employee's eligible spouse will receive at the employee's specified age and date under special (LEO/FF) service. Up to 4 options may be shown for FERS employees. All others will show up to three options. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). Note: The 4th option of retirement with

25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M). This amount is equal to 50% of the employee's estimated Monthly Annuity Without Survivor Benefit.

CSRS And CSRS-Offset (Retirement Coverage Codes E, T, and 6). This amount is equal to 55% of the employee's estimated Monthly Annuity Without Survivor Benefit (Item 85).

88 Age At Retirement Date (1–3) Under Regular Service. The employee's age at the eligible retirement date under regular service. Up to three options may be shown. This number is obtained by subtracting the employee's date of birth from the eligible retirement date (Item 89). If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan as of the statement date, *N/A* is shown.

89 Eligible Retirement Date (1–3) Under Regular Service. The employee's eligible retirement date under regular service. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan as of the statement date, *N/A* is shown.

90 Monthly Annuity Without Survivor Benefit (1–3) **Under Regular Service**. The estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under regular service. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, N/A is shown.

FERS Employees And FERS LEO/FF (Retirement Coverage codes K and M). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FERS retirement formulas shown in Examples B and C.

CSRS, CSRS-Offset Employees And CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes C, R, E, T, and 6). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and applicable CSRS or CSRS-Offset retirement formulas shown in Examples D and E.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 15

Foreign Service Retirement And Disability System (FSRDS) Employees (Retirement Coverage Codes 3 and G). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FSRDS retirement formulas shown in Example G.

Foreign Service Pension System (FSPS) Employees (Retirement Coverage Code P). Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and FSPS retirement formulas shown in Example F.

Note: In the above calculations, the years of service are prorated by Pay Period 1 of the current year tour-of-duty for part-time employees (Work Schedule P, Q, S, or T). This estimate is used because the complete tour-of-duty proration is not available.

91 Monthly Annuity With Survivor Benefit (1–3) **Under Regular Service**. The estimated annuity (with full survivor benefit) the employee will receive at the specified age and date. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, *N/A* is shown.

FERS, FSPS Employees And FERS LEO/FF (Retirement Coverage Codes K, M, and P). This amount is 90% of the employee's estimated Monthly Annuity Without Survivor Benefit (Item 90).

CSRS, CSRS Offset, FSRDS, FSRDS Offset, And Corresponding LEO/FF (Retirement Coverage Codes 1, 3, 6, C, E, G, R, and T).

Step 1. Compute [Monthly Annuity Without Survivor Benefit (Item 90) x 12].

Step 2. Compute [(First \$3,000 of Step 1 amount) x 2.5%].

Step 3. Compute [(Step 1 – \$3,600) x 10%].

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Step 1 – Step 4].

Step 6. Compute [Step $5 \div 12$].

Spouse (1–3) Under Regular Service. The estimated annuity (with full survivor benefit) that the employee's eligible spouse will receive at the specified age and date. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, *N/A* is shown.

For LEO/FF employees (Retirement Coverage Codes 6, E, and T) who have at least 20 years of special service at any age, this field shows the estimated annuity under special coverage (with full survivor benefit) that the employee's eligible spouse will receive. If the employee is an LEO/FF and does not have at least 20 years of special service, the following formulas are used.

FERS, FSPS Employees And FERS LEO/FF (Retirement Coverage Codes K, M, and P). This amount is 50% of the employee's estimated monthly annuity without survivor benefit (Item 90).

CSRS, CSRS Offset, FSRDS, FSRDS Offset, And Corresponding LEO/FF (Retirement Coverage Codes 1, 3, 6, C, E, G, R, and T). This amount is 55% of the employee's estimated monthly annuity without survivor benefit (Item 90).

93 Disability High-3. The employee's estimated *Disability High-3*. Disability and survivor benefits payable are estimated using a *Disability High-3* consisting of the employee's adjusted salary averaged over a 3 year period prior to the date of the statement. For more information on High 3 calculations, see Item 80.

For part-time employees (Work Schedule P, Q, S, or T), the **actual** pay earned for a 3-year period is used, not the deemed salary as in the High-3 Average Pay For Retirement (item 80). Actual pay (annual salary) is determined using the total hours the employee worked in each of the 3 years. The hourly rate of pay is obtained from the employee's personnel history. Total hours worked (for the tax year) are obtained from RETM as of the last pay period of the prior tax year. Annual salary is calculated:

Annual Salary = [Hourly Rate x Total Hours Worked for the Year]

For U.S. Customs employees covered by Customs Officer Pay Reform Act (COPRA), the *Disability High-3* pay consists of prior year earnings including allowable overtime (not to exceed \$15,000 in a fiscal year) averaged over a 3 year period prior to the date of the statement date. Overtime is excluded from any earnings after 12/31/99.

94 Monthly Disability Pension. The employee's estimated monthly disability pension. Disability and survivor benefits payable are estimated using the *Disability High-3* shown in Item 93. Creditable service is computed using the employee's Retirement Service Computation Date (SCD) (Item 16). Special or 6C service is computed using the employee's 6C Retirement SCD (Item 19).

Title I Chapter 20 Section 5

Exhibit 162 Page 16

- **FERS Employees** (Retirement Coverage Code K). If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:
- □ If the employee is age 62 or older, determine monthly pension using FERS retirement formulas shown in Example B and total creditable service up to the date of the statement. Replace Retirement High-3 by Disability High-3.
- ☐ If the employee is less than 62 years of age:
- **Step 1.** Determine monthly pension (*Disability High-3* x 60%) \div 12.
- **Step 2.** Determine monthly pension using FERS retirement formulas shown in Example B and total creditable service up to the date of the statement. Replace Retirement High-3 by *Disability High-3*.
- **Step 3**. Compare Steps 1 and 2 and select the larger of the amounts.
- **FERS LEO/FF** (Retirement Coverage Code M). Any AUO, availability pay, or standby pay received over the 3-year period is included in the *Disability High-3*. If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:
- □ If the employee does **not** have 25 years of special service and is **not** at least 50 years of age with 20 years of special service, see steps above for FERS employees.
- ☐ If the employee is at least 50 years of age with 20 or more years of special service, or has 25 years of special service at any age, the monthly pension is computed as follows:
- □ If the employee is age 62 or older, determine monthly pension using total creditable service up to the date of the statement and FERS special retirement formulas shown in Example C, replacing *Retirement High 3 with Disability High 3*.
- ☐ If the employee is less than 62 years of age:
- **Step 1.** Determine monthly pension (*Disability High-3* \times 60%) \div 12.
- **Step 2**. Determine monthly pension using creditable service up to the date of the statement and FERS Special retirement formulas shown in Example C, replacing *Retirement High-3* with *Disability High-3*.
- **Step 3.** Compare Steps 1 and 2 and select the larger of the amounts.

- **CSRS And CSRS-Offset Employees** (Retirement Coverage Code M). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:
- \square If the employee is 60 years or older, the monthly annuity is computed as follows:
- Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to maximum of (*Disability-High-3* x 80%) \div 12.
- \Box If the employee is less than 60 years of age, the monthly pension is computed as follows:
- **Step 1.** Determine monthly pension (*Disability High-3* X 40%) \div 12.
- **Step 2.** Determine monthly pension using credited past service and future service to age 60 and the applicable CSRS or CSRS-Offset formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to a maximum of (*Disability High-3* x 80%) \div 12.
- **Step 3.** Compare Steps 1 and 2 and select the smaller of the amounts.
- Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to maximum of (*Disability High-3* x 80%) \div 12.
- **Step 5.** Compare Steps 3 and 4 and select the larger of the amounts.
- CSRS And CSRS-Offset LEO/FF Employees (Retirement Coverage Codes 6, E, and T). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:
- □ If the employee is **Not** at least 50 years of age with 20 years or more of special service, see steps above for CSRS and CSRS-Offset employees.
- □ If the employee is at least 50 years of age with 20 years or more of special service, the monthly disability pension is computed as follows:
- **Step 1.** Determine monthly pension (*Disability High-3* $\times 40\%$) $\div 12$.

Exhibit 162 Page 17

- **Step 2.** Determine monthly pension using credited past service and future service to age 60 and the applicable CSRS Special or CSRS-Offset Special formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to a maximum of (*Disability High-3* x 80%) \div 12.
- **Step 3.** Compare Steps 1 and 2 and select the smaller of the amounts.
- Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS Special or CSRS-Offset Special retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to a maximum of (*Disability High-3* x 80%) \div 12.
- **Step 5.** Compare Steps 3 and 4 and select the larger of the amounts.
- **FSRDS And FSRDS-Offset Employees** (Retirement Coverage Codes 3 and G). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:
- □ If the employee is 60 years or older, the monthly annuity is computed as follows:
- **Step 1.** Determine monthly pension (*Disability High-3* x years of creditable past service x 2%).
- **Step 2.** Compute [Step $1 \div 12$], subject to a maximum of (*Disability High-3* x 70%) $\div 12$.
- \Box If the employee is less than 60 years of age, the monthly annuity is computed as follows:
- **Step 1**. Determine monthly pension (*Disability High-3* x 40%) \div 12.
- **Step 2.** Determine monthly pension (*Disability High-3* x years of service x 2%). Years of service is equal to years of past creditable service plus future service to age 65.
- **Step 3.** Compute [Step $2 \div 12$].
- **Step 4.** Compare Steps 1 and 3 and select the smaller of the amounts.
- **Step 5.** Determine monthly pension (*Disability High-3* x years of service x 2%). Years of service is equal to years of creditable service as of the statement date.
- **Step 6.** Compute [Step 5 amount \div 12]. This amount is subject to a maximum of (*Disability High-3* x 70%) \div 12.
- **Step 7.** Compare Steps 4 and 6 and select the larger of the amounts.

- **FSPS Employees** (Retirement Coverage Code P). If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:
- **Step 1.** Determine monthly pension (*Disability High-3* X 60%) \div 12.
- **Step 2.** Determine monthly pension using total creditable service up to the date of the statement and FSPS retirement formulas shown in Example F, replacing *Retirement High-3* with *Disability High-3*.
- **Step 3.** Compare Steps 1 and 2 and select the larger of the amounts.

Note: In the above calculations, the years of service are **not** prorated for the part-time employees (Work Schedule P, Q, S, or T) as is done for retirement annuity estimates (Items 85 and 90).

95 Age For Old Age Benefits. The age at which Social Security disability benefits would be replaced by regular Social Security benefits. This is determined according to the following table. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

Birth Year	Age (Yrs./Mos.)
up to 1937	65/00
1938	65/02
1939	65/04
1940	65/06
1941	65/08
1942	65/10
1943 thru 1954	66/00
1955	66/02
1956	66/04
1957	66/06
1958	66/08
1959	66/10
1960 and later	67/00

Title I Chapter 20 Section 5

- able for the basic employee death benefit. For 2008, this amount is \$29,722.95. If the employee does not have 18 months of civilian service, *N/A* is shown. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, and P).
- **97 Spouse's Estimated Monthly Survivor Annuity.** The monthly annuity that the employee's eligible spouse may receive under survivor's income. This amount only applies to employees with 18 months or more of creditable service as of the statement date.
- FERS, FSPS Employees and FERS LEO/FF (Retirement Coverage Codes K, M, and P). The monthly survivor annuity is computed as follows:
- **Step 1.** Compare *Annual Salary* (Item 23) and (*Disability High-3* (Item 93) and select the larger of the amounts.
- **Step 2.** Compute monthly survivor annuity as [(Step 1 amount x 50%) + Item 96.
- **CSRS and CSRS-Offset Employees** (Retirement Coverage Codes C and R). The monthly survivor annuity is computed as follows:
- Step 1. Determine Monthly Disability Pension (Item 94).
- **Step 2.** Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS and CSRS-Offset retirement formulas shown in Examples D and H, replacing *Retirement High-3* with *Disability High-3* (Item 93).
- **Step 3.** Compare Steps 1 and 2 and select the larger amounts.
- **Step 4.** Compute monthly survivor annuity as (Step 3 amount x 55%).
- **CSRS, CSRS-Offset LEO/FF** (Retirement Coverage Codes 6, E, and T).
- □ If the employee is **not** 50 years of age with 20 years or more of LEO/FF special service, see steps above for CSRS and CSRS-Offset employees.
- □ If the employee is at least 50 years of age with 20 years or more of special service, the monthly survivor annuity is computed as follows:
- **Step 1.** Determine Monthly Disability Pension (Item 94).
- **Step 2.** Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS Special, CSRS-Offset Special retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3* (Item 93).

- Exhibit 162 Page 18
- **Step 3.** Compare Steps 1 and 2 and select the larger amount.
- **Step 4.** Compute monthly survivor annuity as Step 3 amount x 55%.
- **FSRDS, FSRDS-Offset Employees** (Retirement Coverage Codes 3 and G). The monthly survivor annuity is computed as follows:
- **Step 1**. Determine *Monthly Disability Pension* (Item 94).
- **Step 2.** Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable FSRDS or FSRDS-Offset retirement formulas shown in Example G, replacing *Retirement High-3* with *Disability High-3* (Item 93).
- **Step 3**. Compare Steps 1 and 2 and select the larger amounts.
- **Step 4.** Compute monthly survivor annuity as Step 3 amount x 55%.
- Note: In the above calculations, the years of service are **not** prorated for part-time employees (Work Schedule P, Q, S, or T) as is done for retirement annuity estimates (Items 85, 90). ■
- **98** Current Year Biweekly Cost To Employee For Social Security (OASDI). The employee's current year biweekly cost^{1,2} Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).
- **99** Current Year Biweekly Cost To Employee For HIT/Medicare. The employee's current year biweekly cost ^{1,2} for HIT/medicare benefits.
- Total Current Year Biweekly Cost To Employee For Social Security (OASDI), HIT/Medicare. The total current year biweekly cost² of the employee's Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 98 and 99. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).
- **Total** Current Year Biweekly Cost To Agency For Social Security (OASDI). The agency's current year biweekly cost^{1,2} for the employee's Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).
- 102 Current Year Biweekly Cost To Agency For HIT/Medicare. The agency's current year biweekly cost 1,2 for the employee's HIT/medicare benefits.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 19

Total Current Year Biweekly Cost To Agency For Social Security (OASDI), HIT/Medicare. The total current year biweekly cost² to the agency for the employee's Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 101 and 102. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

Total Prior Year Annual Cost To Employee For Social Security (OASDI). The employee's prior calendar year cost^{3,4} for Social Security (OASDI) benefits. **□** Note: OASDI may exceed maximum deduction on Form W−2. □ This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

Prior Year Annual Cost To Employee For HIT/ Medicare. The employee's prior year cost^{3,4} for HIT/
medicare benefits.

Total Prior Year Annual Cost To Employee For Social Security (OASDI), HIT/Medicare. The employee's prior year cost⁴ for Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 104 and 105. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

Too Prior Year Annual Cost To Agency For Social Security (OASDI). The agency's prior year cost^{3,4} for the employee's Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

108 Prior Year Annual Cost To Agency For HIT/ Medicare. The agency's prior year cost^{1,3}, for the employee's HIT/medicare benefits.

Total Prior Year Annual Cost To Agency For Social Security (OASDI), HIT/Medicare. The employee's total prior year cost¹ for Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 107 and 108. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

Total Current Year Biweekly Cost For HIT/ Medicare. The total current year biweekly cost² of the employee's HIT/medicare benefits. This amount is the sum of Items 99 and 102. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Coverage Codes 1, 3, 6, and R).

¹ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of the last pay period of the prior calendar year.

⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

Total Prior Year Annual Cost For HIT/Medicare. The total prior year annual cost ¹ of the employee's HIT/medicare benefits. This amount is the sum of Items 105 and 108. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Coverage Codes 1, 3, 6, and R).

112 Annual Leave Balance, Prior Year. The employee's annual leave current balance for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

For U.S. Attorneys employees with Special Employment Program Code PZ, Presidential Appointee, this field shows the frozen annual leave balance hours as it appears on IRIS Program 136 as of the last pay period of the prior year.

The dollar value of the employee's annual leave current balance (hours) for the prior year as it appears on IRIS Program 136, as of the last pay period of the prior year. This value is computed as annual leave current balance multiplied by the employee's hourly rate of pay.

The Long Term Care Insurance Payroll Deduction. Changed from Long Term Care Insurance to Long Term Care Insurance Payroll Deduction.

For full-time employees, the hourly rate is determined by dividing the adjusted salary (Item 23) by 2087.

For part-time employees, the hourly rate is determined by dividing the full-time equivalent annual salary by 2087. Item 23 is not used in this case because it has already been prorated for a part-time tour-of-duty.

 $^{^{\}rm 1}$ This item is obtained from PAYE as of Pay Period 1 of the current year.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of the last pay period of the prior calendar year.

⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*******) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

Exhibit 162 Page 20

For U.S. Customs employees covered by COPR, this value is computed by dividing the adjusted salary for Pay Period 1 of the current year by 2087 (allowable overtime is not included).

For U.S. Attorneys employees with Special Employment Program Code PZ, this field shows the dollar value of the employee's frozen annual leave balance hours as it appears on IRIS Program 136 as of the last pay period of the prior year. The hourly rate used in computing the dollar value is the frozen annual leave rate as it appears on IRIS Program 136.

Federal Deposit Insurance Corporation (FDIC).

The following items apply to Federal Deposit Insurance Corporation (FDIC) employees only.

1F Annual Pay Differential. The annual pay differential paid by the agency for FDIC permanent employees obtained from PAYE as of the last pay period of the prior year.

For Items 9F through 14F, the life insurance coverage amount for life insurance option 1, 2, and 3 factors, correspond to life insurance plan code 10, FDIC Life insurance, and life insurance benefit type 2, Non-Federal. This can be seen on IRIS Program 116, Life Insurance, depending on whether the employee has Federal and/or non-Federal life insurance coverage.

2F FDIC Basic Life Insurance Amount Payable. The amount payable under FDIC non-Federal basic life insurance. This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation.

3F FDIC Life Insurance Option 1–Employee. The amount payable under the FDIC life insurance Option 1, Employee. This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation. If the employee has not elected Option 1, *N/A* is shown.

4F FDIC Group Life Insurance–AD&D. The amount payable under FDIC group life insurance for Accidental Death And Dismemberment (AD&D). This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation.

5F FDIC Basic Life Insurance Coverage Amount. The basic life insurance coverage amount payable after retirement up to age 65 at death from any cause. This

amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation.

6F FDIC Life Insurance Payable For Death Of Spouse. The amount payable for the death of the employee's spouse. Using the employee's life insurance option 2 factor and 3 factor, this amount is determined according to the following table:

Opt 2 Factor	Opt 3 Factor	Amount Payable
blank or zero	blank or zero	N/A
blank or zero	1000 or 2000	\$10,000
0500	blank or zero	(LI-Coverage- Amt x 1000) ÷2
0500	> zero	\$10,000+(LI- Coverage-Amt x 1000) -:-2
1000	blank or zero	(LI-Coverage- Amt x 1000) (up to \$300,000)
1000	> zero	\$10,000+ (LI-Coverage-Amt x 1000) (up to \$300,000)

7F FDIC Life Insurance Payable For Death Of Child. The amount payable under FDIC Spouse and Family Optional Life insurance for the death of the employee's child. Using the employee's life insurance option 3 factor, this amount is determined according to the following table:

Opt 3 Factor	Amount Payable
1000	\$5,000
2000	\$10,000
all others	N/A

Example A -1- Example Of High-3 Average Pay Computation

Step 1: Proposed date of retirement is 5/3/1999. Find rates of basic pay in effect for the period 5/3/1996 to 5/3/1999. The employee's pay history is shown below.

Exhibit 162 Page 21

Employee Pay History			
Date Of Changes In Pay	Annual Pay		
08/05/1998	\$29,400		
12/07/1997	\$28,001		
04/06/1997	\$27,653		
06/03/1996	\$25,003		
01/03/1996	\$23,890		

Step 2: For each change in pay rate, determine the time interval that was in effect, the time factor for the interval, the annual pay in effect for the interval, and the pay earned during the interval.

a) The first interval begins on 5/3/1999, the proposed retirement date, and ends on 8/5/1998, the effective date of the first change in annual pay. The number of days in this interval is determined by subtracting the interval begin date from the interval end date. The result is 269 days.

5/3/1999 - 8/5/1998 = 8 months, 29 days

 $(8 \times 30) + 29 = 269 \text{ days}$

- b) The time factor for this interval is computed as Number of Days Interval \div 360. PSBS assumes that a month is 30 days, so a year is equal to 360 days (30 x 12 = 360). For the first interval the time factor is 269 \div 360. The result is 0.747222.
- c) The annual pay in effect for this time interval is \$29,400.00.
- d) The pay earned for this time interval is computed as Time Factor x Annual Pay. For the first interval the pay earned is 0.747222 x \$29,400.00. The result is \$21,968.33 pay earned in the time interval.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: Determine the total estimated pay earned in the 3-year period. The result is \$81,960.91.

Step 3: Divide the total estimated pay earned by 3. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

 $\$81,960.91 \div 3 = \$27,320.00$ estimated High-3 Average Pay

Time Factor Calculations					
End Date of Pay Change or Retire Date	Begin Date of Pay Change or Retire Date	# Days in Interval	Time Factor (# Days in Interval ☑ 360)	Annual Salary in Effect	Pay Earned (Time Factor x Basic Pay)
05/03/1999	08/05/1998	269	.747222	\$29,400	\$21,968.33
08/04/1998	12/07/1997	238	.661111	\$28,001	\$18,511.77
12/06/1997	04/06/1997	241	.669444	\$27,653	\$18,512.13
04/05/1997	06/03/1996	303	.841667	\$25,003	\$21,044.20
06/02/1996	05/04/1996	29	.080556	\$23,890	\$1,924.48
Totals			3.00000		\$81,960.91

Example A-2 – Example Of High-3 Average Pay Computation For U. S. Customs Officers Covered By COPRA (CSRS Employees)

Note: For purposes of this statement, retirement benefits payable within the next 3 years are estimated using a high-3 consisting of earnings **including allowable overtime** where possible. In order to estimate the

employee's earnings and overtime, retirement deductions for each of the 3 tax years prior to the estimated eligible retirement date are used. PSBS assumes the tax year is 01/01 to 12/31 in this instance. The earnings figure which yielded the deductions can be determined by multiplying the total retirement deductions for a year by a factor of 14.29 (which is $1 \div 0.07$). This estimated earnings figure is used to determine an estimate of the employee's high-3.

Exhibit 162 Page 22

Step 1: Proposed date of retirement is 10/15//2000. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 10/15/2000. The employee's pay history is shown below.

Employee Pay History				
Date Of Change	Annual Salary	Tax Year	Retirement Deductions	
01/02/2000	\$40,733.00	1999	\$3,774.33	
01/03/1999	\$39,343.00	1998	\$3,734.02	
		1997	\$3,397.16	

Retirement Deduction Rate	Factor (1/Rate)	Estimated Salary + Overtime
.0725	13.79	\$52,048.01
.0700	14.29	\$53,359.15
.0700	14.29	\$48,545.42

Step 2: For each period of retirement deductions or change in pay, determine the number of days in the interval, time factor for the interval, annual retirement deductions for the year covering the interval, and the retirement deductions accumulated during the interval.

a) Because the 3-year window starts on 10/15/1997, the first interval begins on 10/15/1997 and ends on 12/31/1997. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 75 days.

12/31/1997 - 10/15//1997 = 75 days

b) The time factor for this interval is computed as Number of Days In Interval \div 360. The PSB S sys-

tem assumes that a month is 30 days, and a year is 12 months, so 1 year is equal to 360 days (30x12=360). So, for the first interval the time factor is $75 \div 360$. The result is 0.208333.

- c) The estimated salary plus overtime for 1997 is \$48,545.42. This amount is found in the table above. If tax year retirement deductions are not available for a time interval, use the employee's contract salary for the interval. For example, on line 4 the time interval is 01/01/2000 to 01/01/2000. The salary in effect on this date is \$39,343.00. Note that this salary does not include any allowable overtime.
- d) The estimated salary plus overtime in the first interval is computed as Salary X Time Factor. So, for the first interval the amount earned is 0.208333 x \$48,545.42. The result is \$10, 113.63. retirement deductions accumulated for this interval are computed as Time Factor x Retirement Deductions. For the first interval the amount earned is 0.030556 x \$3,446.07. The result is \$105.30.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: The total estimated salary, including allowable overtime, during the 3-year interval is estimated as \$147,763.89. Divide this figure by 3 to determine the employee's estimated high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

 $$147, 763.89 \div 3 = $49,254.63$ Estimated High-3 Average Pay

	Time Factor Calculations					
Line No.	Salary Interval Begin Date	Salary Interval End Date	# Days In Interval	Time Factor	Estimated Salary + Overtime	Amount Earned this Interval
1	10/15/1997	12/31/1997	75	0.208333	\$48,545.42	\$10,113.63
2	01/01/1998	12/31/1998	360	1.000000	\$53,359.15	\$53,359.15
3	01/01/1999	12/31/1999	360	1.000000	\$52,048.01	\$52,048.01
4	01/01/2000	01/01/2000	1	0.002778	\$39,343.00	\$109.29
5	01/02/2000	10/15/2000	284	0.788889	\$40,733.00	\$32.133.81
Totals				3.000000		\$147.763.89

Exhibit 162 Page 23

Example A-2 – Example Of High-3 Average Pay Computation For U. S. Customs Officers Covered By COPRA (FERS Employees)

Note: For purposes of this statement, retirement benefits payable within the next 3 years are estimated using a high-3 consisting of earnings including allowable overtime where possible. In order to estimate the employee's earnings and overtime, retirement deductions for each of the 3 tax years prior to the estimated eligible retirement date are used. PSBS assumes the tax year is 01/01 to 12/31 in this instance. The earnings figure which yielded the deductions can be determined by multiplying the total retirement deductions for a year by a factor of 125.0 (which is $1 \div 0.008$). This estimated earnings figure is used to determine an estimate of the employee's high-3.

Step 1: Proposed date of retirement is 3/18/2000. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 3/18/2000. The employee's pay history is shown below.

Employee Pay History			
Date Of Change	Annual Salary	Tax Year	Retirement Deductions
01/02/2000	\$37,893.00	1999	\$414.11
01/03/1999	\$36,791.00	1998	\$382.54
		1997	\$370.38

Retirement Deduction Rate	Factor (1/Rate)	Estimated Salary + Overtime
.0105	95.24	\$39,439.84
.008	125.0	\$47,817.50
.008	125.0	\$46,297.50

Step 2: For each period of retirement deductions or change in pay, determine the number of days in the inter-

val, time factor for the interval, annual retirement deductions for the year covering the interval, and the retirement deductions accumulated during the interval.

a) Because the 3-year window starts on 3/18/1997, the first interval begins on 3/18/1997 and ends on 12/31/1997. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 282 days.

12/31/1997 - 3/18/1997 = 282 days

- b) The time factor for this interval is computed as Number of Days In Interval \div 360. The PSBS System assumes that a month is 30 days, and a year is 12 months, so 1 year is equal to 360 days (30x12= 360). So, for the first interval the time factor is $282 \div 360$. The result is 0.783333.
- c) The estimated salary plus overtime for 1997 is \$46,297.50. This amount is found in the table above. If tax year retirement deductions are not available for a time interval, use the employee's contract salary for the interval. For example, on line 4 the time interval is 01/01/2000 to 01/10/2000. The salary in effect on this date is \$36, 791.00. Note that this salary does not include any allowable overtime.
- d) The salary plus overtime earned in the first interval is computed as Salary X Time Factor. So, for the first interval the amount earned is 0.783333x \$46,297.50. The result is \$36,266.38.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: The total pay earned, including allowable overtime, during the 3-year interval is estimated as \$131,730.81.Divide this figure by 3 to determine the employee's estimated high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

 $$131,730.81 \div 3 = $43,910.27$ Estimated High-3 Average Pay

Exhibit 162 Page 24

Time Fa	Time Factor Calculations					
Line No.	Salary Interval Begin Date	Salary Interval End Date	# Days In Interval	Time Factor	Estimated Salary + Overtime	Amount Earned this Interval
1	03/18/1997	12/31/1997	282	0.783333	\$46,297.50	\$36,266.38
2	01/01/1998	12/31/1998	360	1.000000	\$47,817.50	\$47,817.50
3	01/01/1999	12/31/1999	360	1.000000	\$39,439.84	\$39,439.84
4	01/01/2000	01/01/2000	1	0.002778	\$36,791.00	\$102.20
5	01/02/2000	03/18/2000	77	0.213889	\$37,893.00	\$8,104.89
Totals				3.000000		\$131,730.81

Example B – Regular FERS Retirement (Retirement Coverage Code K)

Unreduced retirement benefits are available at the following age and service combinations:

- At least the Minimum Retirement Age (MRA) with 30 or more years of service.
- At least age 60 with 20 or more years of service
- At least age 62 or 65 with 5 or more years of service

If You Were Born	Your MRA is
before 1948	55
In 1948	55 & 2 months
In 1949	55 & 4 months
In 1950	55 & 6 months
In 1951	55 & 8 months
In 1952	55 & 10 months
In 1953–1964	56
In 1965	56 & 2 months
In 1966	56 & 4 months
In 1967	56 & 6 months
In 1968	56 & 8 months
In 1969	56 & 10 months
In 1970 & after	57

For length of frozen service, see Frozen CSRS Service on IRIS Program 117, Retirement Data.

Retirement Formulas Used:

□ If the employee has not transferred from CSRS to FERS or has transferred and has no frozen service, use one of the following formulas:

 \Box If the employee is less than 62 years old, or has less than 20 years of service:

Step 1. Compute [Retirement High-3 (Item 80) x 1% x Years of Service].

Step 2. Compute [Step $1 \div 12$].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 3 as follows:

Step 3. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷80)].

■ Note: Frozen service is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee. The employee must have completed 5 years of creditable civilian service before becoming subject to CSRS-Offset or before the effective date of an election of FERS coverage. ■

□ If the employee has transferred from CSRS to FERS and has frozen service:

Step 1. Follow CSRS retirement formulas shown in Example D using Frozen CSRS service as it appears on IRIS Program IR117. For detailed information on CSRS retirement formulas, see **Example D**.

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 25

Step 2. Follow FERS retirement formulas shown above using the employee's years of service **after the transfer** as employee's years of service.

Step 3. Add Step 1 and Step 2 amounts.

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute [Step 3 x (Pay Period 1 Tour-of-Duty Hours 80)].

Example C – FERS-Special Retirement (Retirement Coverage Code M)

Under the special retirement provisions for law enforcement officers and firefighters, retirement may begin at age 50 with 20 years of 6C-Retirement coverage or at any age with 25 years of special 6C-Retirement coverage. Once a firefighter has 20 years of special 6C-Retirement coverage, the employee is subject to mandatory retirement at age 55. Law enforcement officers with 20 years of special 6C-Retirement coverage are subject to mandatory retirement at age 57.

For length of frozen service, see Frozen CSRS Service on IRIS Program 117.

Retirement Formula Used:

□ If the employee has not transferred from CSRS to FERS or has transferred and has no frozen service, the following formula is used:

Step 1. Compute [1.7% x First 20 years of Special Service].

Step 2. Compute [1% x all Remaining Years of Service].

Step 3. Compute [Step 1 + Step 2].

Step 4. Compute [Retirement High-3 (Item 80) x Step 3].

Step 5. Compute [Step $4 \div 12$].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year

because the full tour-of-duty proration is not available. Therefore, use Step 6 as follows:

Step 6. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

☐ If the employee has transferred from CSRS to FERS (has frozen service), the following formula is used:

Step 1. Follow CSRS (or CSRS-Offset) Special retirement formulas shown in Example D using Frozen CSRS service as the employee's years of service. For more information on CSRS retirement formulas, see Example D

Step 2. Follow FERS-Special retirement formula shown above using the employee's years of service **after the transfer** as the employee's years of service.

Step 3. Compute [Step 1 + Step 2].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours: 80)].

Example D – CSRS And CSRS-Offset Retirement (Retirement Coverage Codes 1, C, And R)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 55 with 30 years or more of service.
- At least age 60 with 20 years or more of service.
- At least age 62 with 5 years or more of service.

Retirement Formulas Used:

 \Box If the *Retirement High-3* (Item 80) is less than \$5,000:

Step 1. Compute [(Retirement High-3 (Item 80) x 1%) + \$25].

Step 2. Compute [Step 1 x Years of Service].

Step 3. Compute [Step $2 \div 12$] (subject to a maximum of (*Retirement High-3* x 80%) \div 12).

Title I Chapter 20 Section 5

Exhibit 162 Page 26

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours: 80)].

□ If the *Retirement High-3* (Item 80) is \$5,000 or more:

Step 1. Compute [1.50% x First 5 Years of Service].

Step 2. Compute [1.75% x Second 5 Years of Service].

Step 3. Compute [2% x Remaining Years of Service].

Step 4. Compute [Step 1 + Step 2 + Step 3].

Step 5. Compute [Retirement High-3 (Item 80) x Step 4].

Step 6. Compute [Step $5 \div 12$] (subject to a maximum of (Retirement High-3 x 80%) $\div 12$).

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 7 as follows:

Step 7. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours: 80)].

Example E – CSRS, CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, And 6)

Under the special retirement provisions for law Enforcement Officers/Firefighters, retirement may begin at age 50 with 20 years of special 6C-Retirement service. Once a firefighter has 20 years of 6C-Retirement service, the employee is subject to mandatory retirement at age 55. Law enforcement officers with 20 years or more of 6C-Retirement service are subject to mandatory retirement at age 57.

Retirement Formulas Used:

Step 1. Compute [2.5% x First 20 years of Special Service].

Step 2. Compute [2% x Remaining Years of Service].

Step 4. Compute [Retirement High-3 (Item 80) x Step 3].

Step 5. Compute [Step $4 \div 12$] (subject to a maximum of (Retirement High-3 x 80%) $\div 12$.

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 6 as follows:

Step 6. Compute [Step 5 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

Example F – FSPS Retirement (Retirement Coverage Code P)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 50 with 20 years or more of service.
- At least age 60 with 5 years or more of service.

For length of frozen service, see Frozen CSRS Service on IRIS Program 117, Retirement Data.

Retirement Formulas Used:

□ If the employee has transferred from FERS to FSPS, the following formula is used:

Step 1. Compute Years of Service as [Years of FERS Service + Years of FSPS Service].

Step 2. Compute [1.7% x First 20 years of Service].

Step 3. Compute [1% x Remaining Years of Service].

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Retirement High-3 (Item 80) x Step 4].

Step 6. Compute [Step $5 \div 12$].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 7 as follows:

Step 7. Compute [Step 6 x (Pay Period 1 Tour-of-Duty Hours: +80)].

☐ If the employee has transferred from FSRDS to FSPS and has less than 5 years of FSRDS service:

Use steps shown above as if the employee transferred from FERS to FSPS.

☐ If the employee has transferred from FSRDS to FSPS and has more than 5 years of FSRDS service:

Step 1. Compute [Total Years of Service – Frozen CSRS Service].

Step 2. Compute [2% x Frozen CSRS Service] (subject to a maximum of (Retirement High-3 x 70%) \div 12).

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 162 Page 27

Step 3. Compute [Retirement High-3 (Item 80) x Step 2].

Step 4. Compute [Step $3 \div 12$].

Step 5. Compute [1.7% x First 20 years of Step 1].

Step 6. If Frozen CSRS Service > 20, compute [1% x] (Frozen CSRS Service - 20)].

Step 7. Compute [Step 5 + Step 6].

Step 8. Compute [Retirement High-3 (Item 80) x Step 7].

Step 9. Compute [Step $8 \div 12$].

Step 10. Compute [Step 4 + Step 9].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 11 as follows:

Step 11. Compute [Step 10 x (Pay Period 1 Tour-of-Duty Hours 80)].

☐ If the employee has transferred from CSRS to FERS to FSPS:

Step 1. Follow CSRS retirement formulas shown in Example D using Frozen CSRS Service as the employee's years of service.

Step 2. Compute [Total Years of Service – Frozen CSRS Service].

Step 3. Follow FERS to FSPS retirement formula shown above using Step 2 as the employee's years of service.

Step 4. Compute [Step 1 + Step 3].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 5 as follows:

Step 5. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

Example G – FSRDS And FSRDS-Offset Retirement (Retirement Coverage Codes 3 And G)

Unreduced retirement benefits are available at the following age and service combinations:

At least age 50 with 20 or more years of service
 At least age 60 with 5 or more years of service

Retirement Formulas Used:

Step 1. Compute [Retirement High-3 (Item 80) x 2% x Years of Service].

Step 2. Compute [Step $1 \div 12$] (subject to a maximum of (Retirement High-3 x 70%) \div 12).

For part-time employees (Work Schedule P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 3 as follows:

Step 3. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours: 80)].

Title I Chapter 20 Section 5

Exhibit 162 Page 28

Example Of Your Personal Benefits Statement

YOUR PERSONAL BEN BASED ON YOUR ACCOUNT	
	Social Security Number
	Birth Date
	Retirement SCD
III	Retirement Coverage
T-000000 2 0001 3 XX 4 00 5	0000 6 6C Retirement SCD
FIRST 7 M 8 LAST NAME 9	Leave SCD
CITY 11 ST 12 00000-0000	20
	TSP Contribution Amount
	TSP Catch-up Contribution Amount 22
As an employee of the Federal Government, your total compensation of your benefits package. This statement has been prepared to inform your and is not available on request. If you have questions concerning this benefits coverages, please contact the appropriate office or individual in the content of the property of t	ou about your benefits coverages and costs. It is provided annually s statement, or if you believe it does not accurately reflect your as designated by your employing organization.
Benefits amounts shown in this document are estimates. precise information from your employing organization.	ir you are considering retirement, please seek more
Pa	У
The annual pay used to prepare this statement is $\boxed{23}$. Unless otherwise indicated, this is your base pay as of the last pay period of the prior year (including pay for holidays and leave). Base pay is the amount on which your benefit deductions and coverages are based. Generally, it does not include overtime; however, it does	include locality pay; environmental pay; AUO and availability pay for law enforcement officers; standby pay for firefighters, some law enforcement officers and other employees; and inspectional overtime (COPRA) for Customs Inspectors and Canine Enforcement Officers.
Total Compensa	
Your total compensation (pay and benefits) for the prior year was 24 . Total compensation costs to you and the Government are shown throughout this statement. This includes	only costs paid by your present employing agency. If you were not employed for the full calendar year or if you transferred from another agency during the year, costs paid may not be shown or may not reflect actual amounts.
Lea	ve
Sick Leave If you are unable to work because of illness or injury, your	sick leave. You may use annual leave in place of, or as an extension of sick leave.
accumulated sick leave is available for use. Your full pay continues for the period of your accumulated sick leave. As of the last pay period of the prior year you had 25 hours of accumulated	Annual Leave Your annual leave balance as of the last pay period of the prior year is 26 hours.
Federal Employees Health	
You are covered by: 27 28 28A Premium conversion is a tax benefit that allows employees to	To continue health insurance coverage in retirement you must retire on an immediate annuity and have been covered for the 5 years immediately before retirement, or since your first
allot a portion of salary back to the employer, which the employer then uses to pay the employee's contribution for FEHB coverage. This allotment is made on a pre-tax basis, which means that the money is not subject to Medicare, Social Security, or Federal income taxes.	opportunity to enroll, if fewer than 5 years. (These coverage requirements also apply if you receive FECA benefits.) Coverage foryour enrolled dependents may continueif they are eligible for either your retirement plan (YRP) or FECA benefits. Should your dependents lose their status as family members, for example by
Premium Costs Current Year Bi-Weekly Annual	divorce or when a child marries or turns age 22, their participation in FEHB may continue for a limited period of time under provisions for Temporary Continuation of Coverage (TCC). The affected individual
Employee 29 32	may also choose to convert coverage to a nongroup contract.
Agency 30 33	
Total 31 34	

227

Exhibit 162 Page 29

Example Of Your Personal Benefits Statement

					1	
	regerai	= Employees = C	MOUD FIRE IN:	surance (FEGL	I) Program	
overage: 35						
		Current Year E	3i-Weekly		Prior Year An	nual
Premium Costs	Employee	Agency	Total	Employee	Agency	Total
Basic	36	37	38	43	44	45
Standard - Option A	39			46		
Additional - Option B	40			47		
Family - Option C	41			48		
Total	42			49		
Coverage Amounts		Basic	Standard	Additional	Total	
If Death Is Not Accidental		50	51	52	53	
If Death Is Accidental		54	55	56	57	

Death of Spouse 58
Death of Child 59

Accidental Dismemberment

Loss of Limbs or Total Eyesight
Loss of One Limb or One Eye
60
61

Your basic life insurance is increased by an "extra benefit" for participants under age 45. This benefit doubles the amount of basic life insurance if you are age 35 or younger. Beginning on your 36th birthday, the extra benefit decreases 10% each year until, at age 45, there is no extra benefit.

Family Optional Life Insurance
If a covered family member dies while you are working, you would receive the above benefit. If you should die while working, insured family members may convert their own coverage to individual policies. If you have a life event, such as marriage, the adoption of a child, divorce, etc., you may be eligible to elect more life insurance coverage. For further information, contact the appropriate office or individual as designated by your employing organization.

Coverage in Retirement after Age 65

To be eligible for life insurance coverage during retirement (including FECA benefits), you must retire on an immediate annuity and be enrolled for the 5 years immediately before retirement or since your first opportunity to enroll. If you are eligible to continue life insurance coverage during retirement,

- decide upon the level of coverage you wish to retain.
 elect to keep all or some of your Basic life insurance.
 elect to keep all or some of your Family coverage in excess of one multiple first elected as a result of changes to the FEGLI law in 1999/2000.
 premiums for Basic and Family are based on the amount on insurance retained.
- insurance retained.

No Reduction, Retain full value for life; after age 65, regular premium stops, you pay only the premium for retaining full value.

50% Reduction. Retain full value until age 65; at age 65, value decreases 1% per month until 50% of the face value at retirement remains; premiums continue for life. After age 65, the regular premium stops, you pay only the premium of retaining 50% of the value.

75% Reduction. Retain full value until age 65; premiums at the active employee rate continue until age 65 at which time they stop; value reduces 2% per month until 25% of the face value at the time of retirement remains.

Premiums continue until age 65 when they cease; the value of the insurance reduces 2% per month until 25% (\$2,500) remains.

Additional andlor Family

Your options are:

- choose to retain all of your coverage based on the number of multiples you wish to retain beyond age 65; premiums are based on age bands and the amount of insurance retained; or
- choose a total reduction in the value of your coverage;
 premiums continue until age 65 when they stop; the value of insurance reduces 2% per month until coverage ends.

Employees may also irrevocably assign their life insurance or elect a living benefit, if eligible. For further information, contact the appropriate office or individual as designated by your employing organization.

Thrift Savings Plan (TSP)

TSP Contributions

	Current Year Bi-Weekly	Prior Year Annual
Employee	62	65
Agency	63	66
Catch-up	63A	66A
Total	64	67

At the end of the calendar year, your TSP account balance was . Your account balance will become available when you separate from the Federal Government. When you withdraw your TSP account you can: (1) receive a lump sum payment, (2) get equal payments over a number of years, (3) roll it over into an IRA, or (4) buy an annuity.

-2-

PBEXH2 (Rev. 11/04)

Title I Chapter 20 Section 5

Exhibit 162 Page 30

Example Of Your Personal Benefits Statement

TSP Contributi	ions (continued)					
	ontinue TSP contribution account average			TSP Estimated Me	onthly Annuity	Joint Li
	ince when you are The estimated annuit			If You Retire At Age	Single Life Annuity	(Spouse Annuit
the same age; y interest rate inde	following conditions fou select the 100 ex on the level parchased, will be	l% survivor annu yment annuity, v	uity; and the	71	72	73
to the individual TSP-3, or accorfurther informatic	vhile employed, your s named on your ding to the order on, please contact gnated by your emplo	Designation of of precedence. the appropriate	Beneficiary, If you need office or			
	Your	Retirement Pla	an			
Retirement Co	verage Costs	Current Year Bi-Weekly	Prior Year Annual	The Special Suppleme	ble for the Special Supple ent is an approximation	of Social Secui
	Employee	74	77		e under YRP . The Special Security earnings test an	
	Agency	75	78		at your minimum retireme	nt age (55 to s
van i	Total	76	79	depending on your bi	rthday) with 10 years of educed by 5% for each	service. Howev
service and an a	ly computations on average of the high 3). If you are not e	est 3 consecuti	ive years of		will not receive the	
3 years, your an	nual salary as of the ur High-3 average p	e date of this s	statement has	Disability Benefit	's	
below were prep payroll system. It reasonable assum Length of service service computate shown in gross of	e to retire within the ared using a High-3 less than 3 years otions regarding your ce was determined ion date. In addition lollar figures.	based on inform of pay data we pay history have by using you on all annuity e	mation in the ere available, e been made. ir retirement	become disabled for disability retirement. V different ways depend time of retirement. In the first 12 months a to YRP, and who are	ths or more of Federal your position, you may repaid the disability annuities at a fing on the annuitant's age most cases, benefits are nd again at age 62. Perso e eligible for a YRP comit with higher of the Yillians and the second of the s	ny be eligible of computed in and service at erecomputed af ns who transfering onent in their
 accumulated si redeposits; additional annu program; exact applicati 	ck leave or reducti ity for payments to on of post April pecause stored sys	ions for unpaid the voluntary 7, 1986, part-	contributions time service	their earned annuity. E the first year of r without survivor bene Subsequent years will	Based on a "High-3" of etirement, your estimated fits, under YRP would be be less. A disability anni ay ceases, and continues	93 dur d monthly annu e about 94 uity begins the
begins only war proration is roffice for com	vith January 1993, not available. Contac nplete calculation; porary service perfo	and complete t ct your servicin	our of duty ng personnel	If you are also enti Security Administration reduced by the Socia	tled to disability benefits on, your YRP disability al Security pension. Socia	annuity will I Security disabi
Actual retirement service and your Office of Perso computation, your	benefits will be bar "High-3" average connel Management "High-3" is 80 be 82 years.	pay as determ when you retir	ined by the re. For this	years and 95 mo Death In Service If you die as an em	ployee, survivor benefits	may be payable
-	rement-Estimated	Monthly And	nuity	and have been marrie that marriage, or die	nave at least 18 months d at least 9 months, hav of accidental causes. Th	e a child born
If You Retire At Age	Annuity With No Survivor Benefit	Annuity Reduced For Survivor Benefit	Survivor Benefit	Death Benefit is: - one-half of basic High-3, if greater t - an additional amoun	pay at the time of deat than basic pay), plus t 96	h (or one-half
88 89	90	91	92	be eligible for an ani have received had you	10 years of service, you nuity that is 50% of that been eligible for retirem spouse's estimated month!	which you wo ent on the date

-3-

PBEXH3 (Rev. 11/04)

Exhibit 162 Page 31

Example Of Your Personal Benefits Statement

Social Security Benefits/Medicare Benefits

Social Security/ Medicare Deductions

	Current Year	· Bi-Weekly	Prior Year Annual			
	Employee	Agency	Employee	Agency		
Social Security (OASDI)	98	101	104	107		
Medicare (HIT)	99	102	105	108		
Total	100	103	106	109		

As an employee covered by the Federal Insurance Contributions Act, you will be eligible for Social Security benefits which are payable monthly as early as age 62. Benefits will also be available to current spouse, eligible former spouse(s) and eligible children. These benefits will be based on your entire work history. Estimated benefits can be obtained from the Social Security Administration by submitting Form SSA-7004, Request for Earnings and Benefit Statement. A copy of the form can be obtained by calling the toll-free number 1-800-772-1213 or contacting your local Social Security office.

Hospital Insurance Tax (HIT)|Medicare Coverage

There are two parts to Medicare:

- Hospital insurance (Part "A")

This helps pay for inpatient hospital care and certain follow-up

- Medical insurance (Part "B")

This helps pay for doctors' services, outpatient hospital care,

Eligibility For Hospital Insurance (Part A)

Most people get hospital insurance when they turn 65. You qualify for it automatically if you:

- are eligible for Social Security or Railroad Retirement benefits:
- qualify on a spouse's (including divorced spouse's) record; are a government employee not covered by Social Security who paid the Medicare part of the Social Security tax; have been getting Social Security disability benefits for 24 months;
- have permanent kidney failure that requires maintenance dialysis or a kidney replacement provided you are insured or if you are the spouse or child of an insured worker.

If you paid hospital insurance taxes (HIT) while you worked, Part A is free when you are eligible for it. If you do not qualify based on one of the above reasons and you are 65 or older, you can buy hospital insurance just like you buy other health insurance policies.

Medical Insurance (Part B)

Almost anyone who is eligible for hospital insurance can sign up for medical insurance. Unlike Part A, Part B is an optional program. However, you do have to pay for it.

Benefits Under The Federal Employees Compensation Act (FECA)

Disability

If you experience an on-the-job injury, you may be entitled to benefits under the Federal Employees Compensation Act which is administered by the Department of Labor's Office of Workers Compensation Programs (OWCP). You may be eligible to receive full pay for up to 45 days. Benefits start after a 3-day waiting period, except when the disability lasts more than 14 days or permanent disability results. In those cases, benefits begin as of the day you became disabled. If you qualify for both YRP and FECA benefits, you may choose the more advantageous.

Death Benefits

If death results from an on-the-job injury, your eligible spouse and/or dependent children may receive a lump sum payment of up to \$1,000. Spousal benefits are payable for life, or until remarried if before age 55. A spouse who remarries before age 55, receives a lump sum payment equal to 24 months' benefits. Children's benefits continue as long as they qualify as dependents. If your survivors are eligible for benefits under both YRP and FECA, they may choose whichever is more advantageous.

If You Leave The Federal Government Before You Retire

YRP Contributions

You may leave your retirement contributions in YRP. If you have at least 5 years of service covered by contributions, but less than 10, you may apply for a deferred annuity at age 62. If you have at least 10 years of service covered by contributions, you may apply for retirement at the Minimum Retirement Age (MRA), which is based on your date of birth. If you are younger than age 62 when you begin to receive benefits, depending on your age and length of service, your benefits may be reduced. You may also apply for a refund of your retirement contributions. If you do so, however, and are reemployed by the Federal government, you will not be eligible to receive benefits based on service covered by

the refund. There is no provision in the law for the redeposit of YRP contributions that have been refunded.

Health Insurance

Should you leave the Federal Government, you may continue group coverage for up to 18 months under the rules for Temporary Continuation of Coverage (TCC), or you may choose to convert to your plan's nongroup contract. If you elect TCC, you must pay the employee and government shares of the premium, plus a 2% administrative fee. If you elect to convert to an individual plan, the plan will notify you of the premiums and benefits coverages. If you need more information, contact the appropriate of the premium of the premium and benefits and the premium of the office or individual, as designated by your employing organization.

-4-

PBEXH4 (Rev. 11/04)

Title I Chapter 20 Section 5

Exhibit 162 Page 32

Example Of Your Personal Benefits Statement (FDIC Permanent Employees Only)

If you are enrolled in life insurance when you leave the Federal Government, you and your covered dependents have the option Government, you and your covered dependents have the option examination. Contact the appropriate office or individual, as examination. Contact the appropriate office or individual, as examination Contact the appropriate office or individual, as your TSP account has less than \$200, the Federal Retirement First Investment Board will automatically send you the balance of our account in a lump sum payment. Additional windfrawal potions include receiving a partial gayment, monthly payment. Higherment Account. Visit the TSP website at www.stp.gov for more information. **Long Term Care Insurance	u are enrolled in life insurance when you leave the Federal rement, you and your covered dependents have the option staining a direct-pay life insurance policy without a physical ination. Contact the appropriate office or individual, as nated by your employing organization if you need more mation. It Savings Plan In TSP account has less than \$200, the Federal Retirement Investment Board will automatically send you the balance of account in a lump sum payment. Additional withdrawal is include receiving a partial payment, monthly payment, as include receiving a partial payment, monthly payment, as include receiving a partial payment, monthly payment. I withdrawal or rolling the balance over to an individual ment Account. Visit the TSP website at www.tsp.gov for information. Long Term (Federal Long Term Care Insurance Program (FLTCIP) is bile to eligible employees, spouses, or other eligible indents. For more information on eligibility, visit to oppn.gov/insure/Itc/faq/eligibility.htm. If you have questions	nould you separate from the Federal Government for any reason, but would be paid any accumulated annual leave, subject to offse or any debts you may owe the United States. Based on your noual leave balance as of last pay period of the prior year which as 113 hours, your annual leave would be worth 112. ick Leave nould you separate from the Federal Government, you will not a paid for your accumulated sick leave. However, if you are temployed in the Federal Government on or after December 2, 994, your sick leave balance will be recredited to your leave secount.
Government, you and your covered dependents have the option of obtaining a direct-pay life insurance policy without a physical examination. Contact the appropriate office or individual, as designated by your employing organization if you need more information. Thrift Savings Plan f your TSP account has less than \$200, the Federal Retirement Thrift Investment Board will automatically send you the balance of your account in a lump sum payment. Additional withdrawal options include receiving a partial payment, monthly payment, mixed withdrawal or rolling the balance over to an Individual Retirement Account. Visit the TSP website at www.tsp.gov formore information. Long Term Care The Federal Long Term Care Insurance Program (FLTCIP) is available to eligible employees, spouses, or other eligible dependents. For more information on eligibility, visit www.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions	rement, you and your covered dependents have the option obtaining a direct-pay life insurance policy without a physical ination. Contact the appropriate office or individual, as nated by your employing organization if you need more mation. If Savings Plan In TSP account has less than \$200, the Federal Retirement Investment Board will automatically send you the balance of account in a lump sum payment. Additional withdrawal is include receiving a partial payment, monthly payment, I withdrawal or rolling the balance over to an individual ment Account. Visit the TSP website at www.tsp.gov for information. Long Term Federal Long Term Care Insurance Program (FLTCIP) is ble to eligible employees, spouses, or other eligible indents. For more information on eligibility, visit in the program of	bu would be paid any accumulated annual leave, subject to offse or any debts you may owe the United States. Based on your unual leave balance as of last pay period of the prior year which as 113 hours, your annual leave would be worth 112. ick Leave nould you separate from the Federal Government, you will not paid for your accumulated sick leave. However, if you are temployed in the Federal Government on or after December 2994, your sick leave balance will be recredited to your leave count.
In the first savings Plan Sick Leave Should you separate from the Federal Government, you will not be paid for your account in a lump sum payment. Additional withdrawal options include receiving a partial payment, monthly payment, mixed withdrawal or rolling the balance over to an Individual Retirement Account. Visit the TSP website at www.tsp.gov for more information. Long Term Care The Federal Long Term Care Insurance Program (FLTCIP) is available to eligible employees, spouses, or other eligible dependents. For more information on eligibility, visit www.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions	In the Savings Plan In TSP account has less than \$200, the Federal Retirement Investment Board will automatically send you the balance of account in a lump sum payment. Additional withdrawal is include receiving a partial payment, monthly payment, account in a lump sum payment, account in a lump sum payment. Additional withdrawal is include receiving a partial payment, monthly payment, account in the service of the servic	nould you separate from the Federal Government, you will no e paid for your accumulated sick leave. However, if you are temployed in the Federal Government on or after December 2 994, your sick leave balance will be recredited to your leave account.
Thrift Investment Board will automatically send you the balance of your account in a lump sum payment. Additional withdrawal options include receiving a partial payment, monthly payment, mixed withdrawal or rolling the balance over to an Individual Retirement Account. Visit the TSP website at www.tsp.gov for more information. Long Term Care The Federal Long Term Care Insurance Program (FLTCIP) is available to eligible employees, spouses, or other eligible dependents. For more information on eligibility, visit www.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions	Investment Board will automatically send you the balance of account in a lump sum payment. Additional withdrawal is include receiving a partial payment, monthly payment, and ment Account. Visit the TSP website at www.tsp.gov for information. Long Term Term Federal Long Term Care Insurance Program (FLTCIP) is ble to eligible employees, spouses, or other eligible ndents. For more information on eligibility, visit to oppn.gov/insure/Itc/faq/eligibility.htm. If you have questions	e paid for your accumulated sick leave. However, if you are temployed in the Federal Government on or after December 2 994, your sick leave balance will be recredited to your leave scount.
The Federal Long Term Care Insurance Program (FLTCIP) is available to eligible employees, spouses, or other eligible dependents. For more information on eligibility, visit www.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions about your coverage, or want to inquire about or enroll in Long Term Care coverage, all LTC Partners toll free at: 1-800-LTC-FEDS (582-3337) or TDD, 1-800-843-3557, or wisit www.opm.gov/insure/ltc/index.htm.	Federal Long Term Care Insurance Program (FLTCIP) is at ble to eligible employees, spouses, or other eligible Translents. For more information on eligibility, visit 1. v.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions vi	Care
available to eligible employees, spouses, or other eligible dependents. For more information on eligibility, visit 1-800-LTC-FEDS (582-3337) or TDD, 1-800-843-3557, or www.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions visit www.opm.gov/insure/ltc/index.htm.	ble to eligible employees, spouses, or other eligible Tigndents. For more information on eligibility, visit 1 v.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions vi	
		erm Care coverage, call LTC Partners toll free at: -800-LTC-FEDS (582-3337) or TDD, 1-800-843-3557, or
	-5-	

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 163

90-Day Notification For Recertification Of Retention Allowance

Report Number: AECO37U9

Brief Description: Provides a list of employees approaching expiration of retention allowance. It is prepared 90 days in advance of the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, 90-Day Notification for Recertification of Retention Allowance

Available Media: Hard copy, electronic

transmission

Available Distribution Levels: POI

TR 93 INTERN	AL REVE	NUE	SERVIC				PER	S. OFF. ID. 2672	ANDOVER,	MA
EMPLOYEE NAME				PAY	GRADE	BASE	ALLOWANCE	ALLOWANCE	ALLOWANCE	SALARY TOTA
SOC SEC NO		STRU 3	CTURE 4	PLAN	/STEP	SALARY	EFF DATE	PERCENT	AMOUNT	WITH ALLOWAN
SMITH, JANE	74	30	0000	GS	03/02	18,499.00	XXXXXX	20	4,000.00	22,499.00
							RETENTION ALI EVIEWED ANNU			

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

Numbers

90-Day Notification For Recertification Of Retention Allowance, 225

A

- About This Procedure, 1
- Alphabetical List of Payroll/Personnel Reports, 7
- Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored, 18
- Annual Recruitment And Relocation Report, 19
- Annual Report Of Employees Receiving Retention Allowance, 22
- Annual Report Of Grade And Pay Retention, 23
- Annual Report Of Leave Usage For Leave Year 19XX, 24
- Annual Report Of Within Grade Increase By Race And Sex, 25
- <u>Annual Report Of Within-Grade IncreaseBy Series And Grade</u>, 26
- Annual Summary Of Activity Under Merit Promotion Procedures, 27
- Annual Summary Of Penalty Type Actions, 28
- <u>Annual Time Off Award Report Prior And Current</u> <u>Years</u>, 29

C

- Cash Awards For Invention By PATCO & Pay Level,
- Cash Awards For Invention By PATCO, Series & Pay Level, 31
- <u>Cash Awards For Performance By PATCO & Pay Level</u> , 32

- <u>Cash Awards For Performance By PATCO, Series & Pay Level</u>, 33
- <u>Cash Awards For Special Act Or Service By PATCO,</u> <u>Series & Pay Level</u>, 35
- Cash Awards For Special Act Or Service By PATCO & Pay Level, 34
- Cash Awards For Suggestions By PATCO & Pay Level, 36
- <u>Cash Awards For Suggestions By PATCO, Series & Pay</u> <u>Level</u>, 37
- Certification For Within-Grade Increase, 38
- Change In Work Force EEO Profile By PATCO, 39
- Change In Work Force EEO Profile By Pay Level, 40
- <u>Change In Work Force EEO Profile By Series With 50</u> <u>Or More, 41</u>
- Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees, 42
- Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees, 45
- Classified Employee Within-Grade Increase Four Week
 Notification For F/T And P/T Employees, 43
- Classified Employee Within-Grade Increase Sixteen
 Week Listing For F/T And P/T Employees, 44
- Compensatory Time For Religious Observance, 46
- Competitive Promotions By PATCO & Pay Level, 47
- Competitive Promotions By PATCO, Series & Pay Level, 48
- Control List For Supervisory/Managerial Probationary Period Report Forms, 50
- Control List For Supervisory/Managerial Probationary Forms, 49
- Control Listing Of Performance Evaluation Forms
 Prepared For F/T And P/T Employees, 51
- Conversion To Career Tenure Four Week Notification, 52
- Cumulative Gains & Losses By Occupational Series, 53
- Cumulative Gains & Losses Summary, 54

Payroll/Personnel Manual Reports Payroll/Personnel Output

D

Data For Preparation Of Semi-Annual Bond Report, 55

Defacto Employment, 56

Detail In Support Of 113-A, 57

Detail Quarterly Accession Report, 58

<u>Detail Report Of Use Of Delegations Of Personnel</u> <u>Authorities, Alphabetic By Agency,</u> 59

Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority, 60

E

Earnings Separated By Duty Station And Residence, 61

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO & Pay Level, 62

EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO, Series & Pay Level, 63

Employees Approaching Expiration Of Detail Assignment, 64

Employees Approaching Expiration Of Grade Retention, 65

<u>Employees Approaching Expiration Of Limited</u> <u>Appointment – Temporary</u>, 66

Employees Approaching Expiration Of Temporary Promotion, 67

Employees Reassigned Because Of RIF, 68

Employees Reduced In Grade Because Of RIF, 69

Employees Separated Because Of RIF, 70

Employees With Dual Appointments, 71

Employment & Goals Report By Occupational Series, 72

Employment & Goals Summary, 73

Employment And % Of Representation Of Most–Populous PATCO Series, 74

Error Analysis By Contact Point, 75

Error Analysis By Personnel Office Identifier, 76

Example Of Statement Of Earnings And Leave, 171

Example Of Your Personal Benefits Statement (Customs Employees Only), 224

Example Of Your Personal Benefits Statement (FDIC Permanent Employees Only), 223

Exhibits, 17

Index - 2 Issued 02/13/09

F

Federal Wage System WGI Status Eight Week Notification, 77

G

<u>Grade Distribution Report By Occupational Series</u>, 78 Grade Distribution Summary, 79

Н

Health Insurance, 80

How The Procedure Is Organized, 1

Individual Retirement Record – Civil Service Retirement System (CSRS), 81

<u>Individual Retirement Record – Federal Employees</u> Retirement System (FERS), 82

Interim Performance Evaluation, 83

Internal Movement Goal Accomplishments By Series
With 50 Or More, 86

Internal Movement Goal Accomplishments By PATCO, 85

<u>Involuntary Separations By PATCO & Pay Level</u>, 87 <u>Involuntary Separations By PATCO, Series & Pay Level</u>, 88

L

Leave Error Report, 89

Life Insurance, 90

List Of Covered Employees, 91

List Of Employees Covered Under Option X, 92

<u>Listing of Employees On LWOP Pending OWCP For 3</u> Or More Months, 93

Listing Of Employees With Change In Union Dues, 94

Listing Of Salary Data For Sched No XXXXXX, 95

M

Monthly Report Of Federal Civilian Employment, 96

Monthly Report Of Full-Time Equivalent/Work-Year
Civilian Employment, 97

Title I Chapter 20 Section 5

Monthly Report Of Senior Community Service Program Enrollees, 98

Ν

Non Competitive Promotions By PATCO & Pay Level , 99

Non Competitive Promotions By PATCO, Series & Pay Level, 100

Notification Of Adjustment To Longevity Date, 101

Notification Of Change (NOC) Suspense Report, 103

Notification Of Change In Earned Annual Leave Status, 102

Notification Of Employees In Non-Pay Status With Expired NTE Dates, 104

Notification Of Expiration Of Probationary Or Trial Period, 105

Notification Of Longevity Percent Changes, 106

Notification Of Personnel Action, 107

Notification Of Position To Be Inactivated, 108

Notification Of WGI Overdue, 109

Number Of Enrolled Employees, 110

Numerical Objective Accomplishments By PATCO, 111

Numerical Objective Accomplishments By Series With 50 Or More, 112

0

Occupational Series Summary – % Of Representation, 114

Occupational Series Summary – Average Grade, 113 Overview, 3

P

Pay Period Personnel Actions On Employees Required To File SF-278, 115

Performance Appraisal, 116

<u>Performance Evaluation Eligibility For – Perm (Or Temp) – Employees</u>, 117

Permanent Workforce – Analysis Of Work Force: Federal Wage System, 118

<u>Permanent Workforce – Analysis Of Work Force: Types</u> <u>Of Occupations</u>, 119 Permanent Workforce - Analysis Of Work Force: White Collar (GS, GM, SES And All Other), 120

Personnel Notification Document, 121

Position NTE Date Approaching Expiration, 122

Position Organization Listing, 123

Premium Pay And Leave Report (By Employee), 124

Premium Pay And Leave Report (By Organizational Structure), 125

Probationary Or Trial Period Report, 126

Projected Duties Follow-Up, 127

Promotions And Career Development Programs, 128

Q

Otrly List Of Penalty Type Personnel Actions, 129

Quality Step Increases By PATCO & Pay Level, 130

Quality Step Increases By PATCO, Series & Pay Level, 131

Quarterly (Or Annual) Report Of Gains & Losses, 134

Quarterly (Or Annual) Special Pay Report 1, 137

Ouarterly (Or Annual) Special Pay Report 2, 138

Quarterly (Or Annual) Special Pay Report 3, 139

Quarterly Accession Report, 132

Quarterly Report Of Employees Required To File SF-278, 133

Quarterly Report On Continuation Of Pay For OWCP, 135

Quarterly Report On RIF, 136

Questionable Union Dues, 140

R

Record Of Documents Deleted Manually, 141

Record Of Leave Data, 142

Report Of Federal Employment And Wages For Three Months Period Ending (Month/Year), 143

Report Of Leave And Development Of Leave Factors, 144

Report Of Retirements, 145

Report Of TSP Separations For Pay Period XX, 146

Reporting, 4

RIF'd Employees Covered By CSR & Eligible For Discontinued Service Retirement, 147

RIF'd Employees Covered By CSR & Not Eligible For Discontinued Service Retirement, 148

Payroll/Personnel Manual Reports Payroll/Personnel Output

S

Section 912, U.S. Overseas Civilian Allowances, 149

Semi-Annual (Or Annual) Minority Report, 152

Semi-Annual (Or Annual) Report Of Separations, CAO Promotions & Reassignments, 153

Semi-Annual (Or Annual) Report Of Special Employment Programs, 154

Semi-Annual (Or Annual) Report On Accessions And Separations By Handicap, 155

Semi-Annual (Or Annual) Report On Cash Awards For Performance, 156

Semi-Annual (Or Annual) Report On Cash Awards For Suggestions, 157

Semi-Annual (Or Annual) Report On Quality Increases, 158

Semi-Annual Accounting Data, 150

Semiannual Listing Of Separated Employees, 151

SES Recertification Notification, 159

Statement For Recipients Of 19XX MiscellaneousOr Interest Income Or Taxable Grants, 160

Statement Of Earnings And Leave, 161

Student Employment Report By Occupational Series, 172

Student Employment Report Of Work Sites By State, 173

Summary Of Accomplishments In Affirmative Action <u>Program For Employment Of Individuals With</u> Disabilities, 174

Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency, 175

Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority, 176

Supervisory Or Managerial Probationary Period Report, 177 Т

TAPER And Status Quo Employees Approaching Eligibility For Conversion To Career, 178

<u>Temporary Employees – FEHB Coverage Eligibility,</u> 179

Total Wage Employee Population, 180

Training Instances By PATCO & Pay Level, 181

Training Instances By PATCO, Series & Pay Level, 182

V

Vacancy Review Notice, 183

Voluntary Separations By PATCO & Pay Level, 184

<u>Voluntary Separations By PATCO, Series & Pay Level</u>, 185

W

Wage And Tax Statement, 186

Wage Employees Error Listing, 187

What Conventions Are Used, 1

Who To Contact For Help, 1

Within-Grade Increase Record, 188

Work Years And Personnel Cost Report Basic And Premium Work Years And Pay, 189

Work Years And Personnel Cost Report Cost Of Employees' Benefits, 190

Work Years And Personnel Cost Report Leave Earned And Used, 191



Your Personal Benefits Statement, 192